MELTON CITY COUNCIL

Notice is hereby given that the Meeting of the Melton City Council will be held in the Council Chambers, Melton Civic Centre, 232 High Street Melton on 26 May 2025 at 7:00 PM.

THIS AGENDA CONTAINS REPORTS TO BE DEALT WITH AT A CLOSED MEETING OF COUNCIL

Roslyn Wai
CHIEF EXECUTIVE

Visitors to the Gallery please note:

Proceedings at Council meetings are controlled by the Chairperson. The Chairperson is empowered to enforce the provision of Council's Governance Rules, which includes the following aspects:

- Members of the public do not have a right to address Council and may only do so with the consent of the Chair or by prior arrangement.
- Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- A member of the public present at a Council meeting must not disrupt the meeting.
- The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 79.2.
- If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.
- The Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of the Governance Rules and whom the Chair has ordered to be removed from the gallery under Rule 80.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Scheduled Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than 10am on the day of the Scheduled Meeting by submitting questions into the receptacle designated for public questions at the Customer Service Desk, or via electronic medium as per Council website directions.

  A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson.

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To present the report by the Victorian Electoral Commission on the 2024 Local Government General Election, held in October 2024.

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12.7 RURAL, INTERFACE AND GROWTH AREA ROAD UPGRADE STATEGY ADOPTION 353

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16.4 CONTRACT NO. 25-062 - PROVISION OF HEATING VENTILATION AIR CONDITIONING AND REFRIGERATION (HVAC-R) MAINTENANCE 484

To seek Council's approval for the award of Contract No. 25-062 - Provision of Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R) Maintenance.

16.5 CONTRACT NO. 25-096 - HANNAH WATTS PARK PEDESTRIAN BRIDGE PROJECT 491

To seek Council's approval for the award of Contract No. 25-096 - Hannah Watts Park Pedestrian Bridge Project.

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1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

'Almighty God we humbly beseech Thee to vouchsafe Thy blessing upon this Council, direct and prosper its deliberations to the advancement of Thy glory and the welfare of the people whom we serve – Amen.'

Reconciliation Statement

Melton City Council acknowledges that the land it now occupies has a history that began with the Indigenous occupants, the Kulin Nation. Council pays its respects to the Kulin Nation people and their Elders and descendants past and present.

2. APOLOGIES AND LEAVE OF ABSENCE

The Chairperson will call for any apologies received from any Councillors who are unable to attend this meeting.

3. CHANGES TO THE ORDER OF BUSINESS

4. DEPUTATIONS

5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR

Pursuant to Part 6, Division 2 of the *Local Government Act 2020* and Council's Governance Rules, Councillors must declare any General Conflict of Interest or Material Conflict of Interest they have in any of the matters being considered at this meeting.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 28 April 2025 be confirmed as a true and correct record.

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS

- Monday 14 April 2025 Summary of Informal Meeting of Councillors
- Monday 28 April 2025 Summary of Informal Meeting of Councillors
- Monday 05 May 2025 Summary of Informal Meeting of Councillors (Budget meeting)
- Monday 05 May 2025 Summary of Informal Meeting of Councillors (General meeting)

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 14 April 2025, 28 April 2025 and 5 May 2025 provided as **Appendices 1-4** respectively to this report, be received and noted.

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - 14 April 2025
2. Summary of Informal Meeting of Councillors - 28 April 2025
3. Summary of Informal Meeting of Councillors (Budget) - 05 May 2025
4. Summary of Informal Meeting of Councillors (General) - 05 May 2025

INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 14 April 2025	**Time Opened:**	6.15 pm
		Time Closed:	10.05 pm
Councillors present:	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) Cr S Ramsey Cr J Shannon Cr B Turner Cr J Verdon Cr Dr P Zada		
Officers present:	R Wai S Romaszko T Scoble N Whiteside P Leersen E Keogh R Hodgson B De Alencar Angus T Conway L Slater J Simson S Beniston C Steele	Chief Executive Officer Director City Futures Director City Life Director City Delivery Director Organisational Performance (CFO) Head of Governance Manager Governance Manager City Growth & Development Manager City Strategy Coordinator Strategic Planning (online) Coordinator Open Space Planning (online) Coordinator Economic Development & Tourism (online) Senior Open Space Planner (online)	
Guests	M Malouf	Independent Advisor (online)	
Apologies	Cr K Majdlik Cr B Morris Cr A Vandenberg		
Matters discussed:	1. CEO Employment and Remuneration Committee 2. Planning Reports 3. Melton East PSP Submission 4. Playspaces within our City 5. Draft Reports 6. Melton Business Excellence Awards 7. General Updates from Officers		

CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors		Yes	
Matter No.	**Councillor making disclosure**	**Councillor left meeting**	
2 – Planning Item PA 2018/6314/3	Cr Lara Carli	Yes	
REPORT PRODUCED BY:			
Officer name:	Emily Keogh	**Date:**	Monday 14 April 2025

INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 28 April 2025	**Time Opened:**	6.15 pm
		Time Closed:	7.05 pm
Councillors present:	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr J Verdon Cr Dr P Zada		
Officers present:	R Wai S Romaszko T Scoble N Whiteside P Leersen E Keogh R Hodgson B De Alencar Angus T Conway	Chief Executive Officer Director City Futures Director City Life Director City Delivery Director Organisational Performance (CFO) Head of Governance Manager Governance Manager, City Growth and Development Manager City Strategy	
Guests	Nil		
Apologies	Cr K Majdlik Cr A Vandenberg		
Matters discussed:	1. Council meeting agenda		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors		No	
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson, Manager Governance	**Date:**	Monday 28 April 2025

INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 05 May 2025	**Time Opened:**	4.07 pm
		Time Closed:	5.45 pm
Councillors present:	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) - 4.13 pm arrival Cr K Majdlik Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg Cr J Verdon Cr Dr P Zada		
Officers present:	R Wai — Chief Executive Officer S Romaszko — Director City Futures T Scoble — Director City Life N Whiteside — Director City Delivery P Leersen — Director Organisational Performance (CFO) E Keogh — Head of Governance A Hays — Head of People and Customer		
Guests	Nil		
Apologies	Nil		
Matters discussed:	1. Budget Submissions		

CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors		No	
REPORT PRODUCED BY:			
Officer name:	Emily Keogh	**Date:**	5 May 2025

INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 05 May 2025	**Time Opened:**	6.17 pm
		Time Closed:	8.36 pm
Councillors present:	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) Cr K Majdlik Cr B Morris Cr J Shannon Cr B Turner Cr A Vandenberg (departed at 7.44pm) Cr J Verdon (departed at 7.33pm) Cr Dr P Zada		
Officers present:	R Wai — Chief Executive Officer S Romaszko — Director City Futures T Scoble — Director City Life N Whiteside — Director City Delivery P Leersen — Director Organisational Performance (CFO) E Keogh — Head of Governance A Hays — Head of People and Customer J Farrell — Manager Customer Experience (online) T Conway — Manager City Strategy J Simpson — Coordinator Open Space Planning C Marshall — Manager Engineering and Asset Services (online)		
Guests	Nil		
Apologies	Cr S Ramsey		
Matters discussed:	1. A Very Melton Christmas 2. Deliberative Engagement for the Customer Charter 3. Community Panel Outcomes Report and Next Steps 4. Infrastructure Victoria Submission 5. Melton Botanic Garden Masterplan Review Update 6. Response to NoM 965 – Alternate Safety Mechanisms to Support the Leakes Road Interchange 7. Bridge & Boardwalk Projects Update 8. General Updates from Officers		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?	No		
REPORT PRODUCED BY:			
Officer name:	Emily Keogh	**Date:**	5 May 2025

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR IN RESPONSE TO NOTICES OF MOTIONS

- The Hon. Melissa Horne MP, Minister for Roads and Road Safety; Response to Notice of Motion 952 – Boundary Road
- Luba Grigorovitch MP, Member for Kororoit; Response to Notice of Motion 961 – Inclusion of Bus Stops in Jackwood Ward
- The Hon. Anthony Carbines MP, Minister for Police; Response to Notice of Motion 959 – Ban on Machetes and Strengthening Bail Laws

RECOMMENDATION:

That Council receive and note the following Parliamentarian and Departmental letters received by the Mayor in response to Notices of Motions, provided as **Appendices 1-3** to this report:

1. The Hon. Melissa Horne MP, Minister for Roads and Road Safety; Response to Notice of Motion 952 – Boundary Road
2. Luba Grigorovitch MP, Member for Kororoit; Response to Notice of Motion 961 – Inclusion of Bus Stops in Jackwood Ward
3. The Hon. Anthony Carbines MP, Minister for Police; Response to Notice of Motion 959 – Ban on Machetes and Strengthening Bail Laws

LIST OF APPENDICES

1. The Hon. Melissa Horne MP - Response to Notice of Motion 952 dated 23 April 2025
2. Luba Grigorovitch MP - Response to Notice of Motion 961 dated 30 April 2025
3. The Hon. Anthony Carbines MP - Response to Notice of Motion 959 dated 6 May 2025

The Hon Melissa Horne MP

Minister for Health Infrastructure
Minister for Ports and Freight
Minister for Roads and Road Safety

PO Box 2392
Melbourne, Victoria 3001 Australia

Ref: CMIN-1-25-1706

Cr Steve Abboushi
Mayor
Melton City Council
PO Box 21
MELTON VIC 3337
mayor@melton.vic.gov.au

Dear Cr Abboushi

Thank you for your letter dated 11 March 2025, regarding the installation of traffic signals at the intersection of Hopkins Road and Boundary Road in Truganina.

Major Road Projects Victoria (MRPV) is upgrading the intersection on behalf of Transport Victoria, which will improve traffic flow and safety.

The upgrade will replace the temporary traffic lights with permanent traffic lights, add dedicated right-turning lanes on all intersection approaches, add shared lanes to go straight or turn left on Boundary and Hopkins roads and add a dedicated left turning lane on Derrimut Road.

I am pleased to advise that planning and design works including onsite investigations have commenced. This work will be used to prepare and obtain the necessary planning approvals required to complete the project. It is anticipated that timelines for major construction will be announced once planning is further progressed and the necessary permits obtained.

I am advised that the project team met with Melton City Council representatives on 3 April 2025 to provide an update on the works and have committed to regular meetings to keep the Council informed as planning advances and seek advice where required.

I trust this information is of use. Your feedback is important to the Allan Labor Government as it continues to work hard to improve road safety in Victoria.

Yours sincerely



Hon Melissa Horne MP
Minister for Health Infrastructure
Minister for Ports and Freight
Minister for Roads and Road Safety
23/04/2025

Luba Grigorovitch MP MEMBER FOR **KORORROIT**

Mayor Steve Abboushi
PO Box 21
Melton VIC 3337

Wednesday 30th April 2025

Dear Mayor,

Thank you for your advocacy for improving public transport connections in the municipality, and in my electorate of Kororoit.

I am acutely aware that our area is growing at a rapid rate, and many residents are struggling to access public transport in the community. I have been an advocate for improving public transport connections across Kororoit and I have heard from residents, including the Mt Atkinson Residents Group, about the need for bus connections to the new estates.

In the past 2 years, the Allan Labor Government has expanded school bus routes between Melton and Caroline Springs, which has made it quicker and safer for students to get to school. In term 1 2024, students in Rockbank and Aintree were able to access new bus routes to Yarrabing Secondary College and Springside West Secondary College. Term 1 of 2025 saw 6 new school bus connections from Deanside and Mt Atkinson to schools across Kororoit. These changes are already having a positive impact, helping families manage their daily routines and ensuring students have reliable access to quality education.

In saying this, I know that we need further improvements to our public transport network. That is why I have been and will continue to advocate and raise our concerns in the halls of Parliament House and with the relevant Ministers.

I hope you and your fellow Councillors find this information useful. Thank you for bringing your submission to my attention.

As you know I very much appreciate our working relationship, and I am always contactable so please reach out to me if I can ever assist.

Sincerely,



Luba Grigorovitch MP

Hon Anthony Carbines MP

Minister for Police
Minister for Community Safety
Minister for Victims
Minister for Racing

121 Exhibition Street
Melbourne Victoria 3000
Telephone:(03) 9136 2888

Our ref: 25043225

Cr Steve Abboushi
Mayor – City of Melton
By email: Steve.abboushi@melton.vic.gov.au

Dear Cr Abboushi

MACHETE BAN AND BAIL LAWS

Thank you for your correspondence of 5 April 2025 to the Premier of Victoria, the Hon Jacinta Allan MP, regarding the ban on machetes and strengthening of bail laws. Your correspondence has been referred to me for a response.

All Victorians have a right to feel safe within their home and community, which is why the Allan Labor Government recognises the community's support for strengthened controls regarding the purchase and sale of machetes in Victoria to increase community safety.

The Government is currently working through the most appropriate way to implement the reforms to the *Control of Weapons Act 1991* that will see machetes reclassified from controlled weapons to prohibited weapons. Importantly, the Government is also expanding Victoria Police's random knife search powers to bolster reforms and reduce knife related crime on our streets.

The Government is also increasing community safety across the state through the introduction of tougher bail laws to prevent reoffending and keep Victorians safe. These changes ensure that community safety is the overarching consideration for bail decision makers, hold people who break the rules to account and deliver tougher bail tests for the worst offences from the outset.

I look forward to updating you on the progress of these reforms in future.

Yours sincerely

Hon Anthony Carbines MP
Minister for Police
Minister for Community Safety
Minister for Victims
Minister for Racing
06 / 05 / 25

cc

Luba Grigorovich MP, Member for Kororoit

Steve McGhie MP, Member for Melton

Josh Bull MP, Member for Sunbury

9. PETITIONS AND JOINT LETTERS

The Chief Executive will table any petitions and/or joint letters received prior to this meeting.

10. RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 REPORT BY THE VICTORIAN ELECTORAL COMMISSION REGARDING THE LOCAL GOVERNMENT GENERAL ELECTION HELD OCTOBER 2024

Author: Renee Hodgson - Manager Governance
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present the report by the Victorian Electoral Commission on the 2024 Local Government General Election, held in October 2024.

RECOMMENDATION:

That Council receive and note the report by the Victorian Electoral Commission titled '*Election Report, Melton City Council, 2024 Local Government Elections'*, provided as **Appendix 1** to this report.

REPORT

1. Executive Summary

The Victorian Electoral Commission (VEC) is the statutory election service provider for the conduct of local government elections in Victoria. Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020 (Regulations), the Electoral Commissioner of the VEC has submitted an Election Report to Melton City Council on the general election held in October 2024.

Pursuant to Regulation 83(3) of the Regulations, the VEC report is to be submitted to the Council at the earliest practicable meeting of the Council held after the report is received by the Chief Executive Officer.

2. Background/Issues

The Victorian local government general elections are held every four years as defined by the *Local Government Act 2020* (Act). In 2024, general elections were held for 78 of the 79 Victorian councils with Saturday 26 October marking election day. This included the general election held in the City of Melton.

In accordance with section 263(1) of the Act, the Victorian Electoral Commission (VEC) is the statutory election service provider for the conduct of local government elections in Victoria.

The VEC has provided an Election Report on the conduct of the 2024 Melton City Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. The report also provides details of post-election activities including compulsory voting enforcement.

Pursuant to Regulation 83(3) of the Regulations, the VEC report is to be submitted to the Council at the earliest practicable meeting of the Council held after the report is received by the Chief Executive Officer.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

The cost for the 2024 Local Government general election has been included in Council's approved 2024-25 Budget. The VEC has quoted a total amount of $1,015,236.88 (ex. G.S.T) for the delivery of the Melton City Council General Election 2024. This cost includes $828,831.20 (ex. G.S.T.) for conducting the election and $186,405.68 (ex. G.S.T.) for compulsory voting enforcement.

5. Consultation/Public Submissions

There is no consultation required in the preparation of this report.

6. Risk Analysis

Submitting this report to Council is a legislative requirement in accordance with the Local Government (Electoral) Regulations 2020. Failure to submit this report to Council would pose a compliance risk, potentially resulting in reputational damage.

7. Options

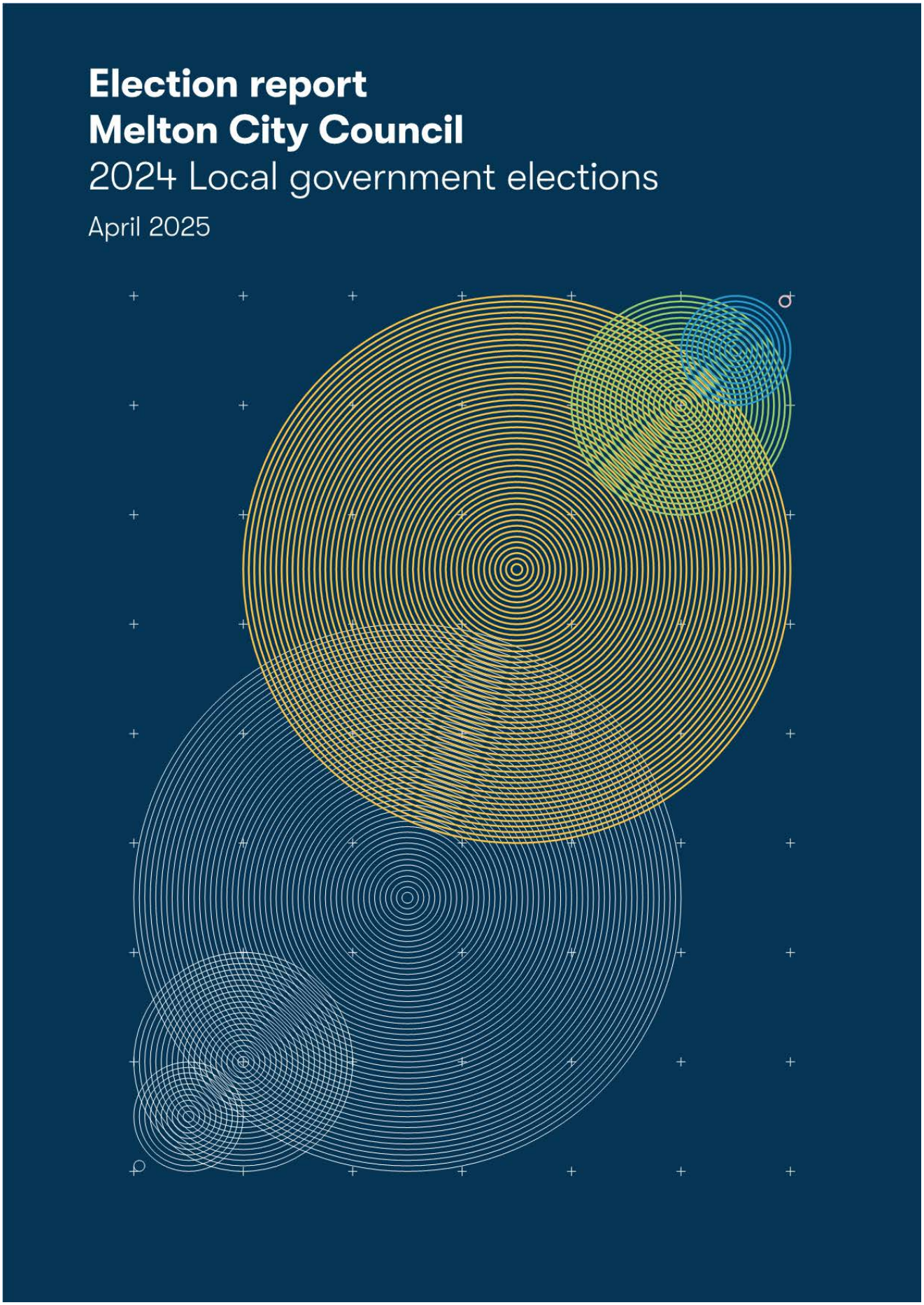
Council's option is to receive and note the VEC's report regarding the Melton City Council general election held in October 2024.

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1. Election Report, Melton City Council, 2024 Local Government Elections

Election report
Melton City Council
2024 Local government elections

April 2025



Letter of Transmittal

14 April 2025

Ms Roslyn Wai
Chief Executive Officer
Melton City Council
PO Box 21
Melton VIC 3337

Dear Ms Wai

Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020, I submit this report to the Chief Executive Officer of Melton City Council on the general election held in October 2024.

Yours sincerely



Sven Bluemmel
Electoral Commissioner

Acknowledgement of Country

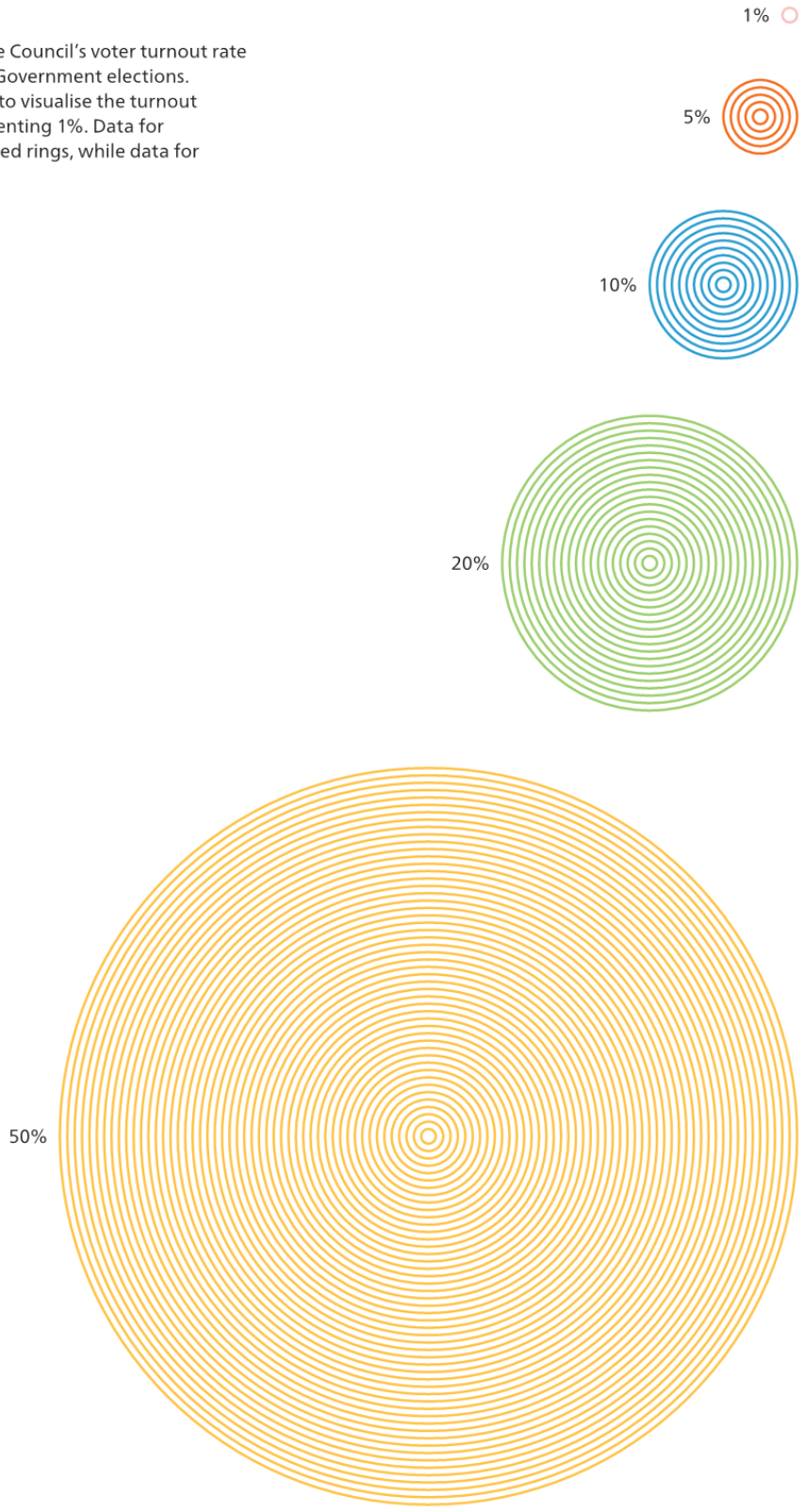
The Victorian Electoral Commission (VEC) acknowledges the Aboriginal and Torres Strait Islander people of this nation, as the traditional custodians of the lands on which the VEC works and where we conduct our business. We pay our respects to ancestors and Elders, past, present, and emerging. The VEC is committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

Election report
Melton City Council
2024 Local government elections

Voter turnout (front cover)
Graphic representation of the Council's voter turnout rate for the 2024 and 2020 Local Government elections. Rings are grouped into units to visualise the turnout percentage, each ring representing 1%. Data for 2024 is depicted using coloured rings, while data for 2020 is shown in white.

Melton City Council

Turnout (2024): 80.92%
Turnout (2020): 81.21%



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1. Introduction

The Victorian local government general elections are held every 4 years as set out in the *Local Government Act 2020* (Vic) (**LG Act**). In 2024, general elections were held for 78 of the 79 Victorian councils with Saturday 26 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2024 Melton City Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election activities including compulsory voting enforcement.

About the Victorian Electoral Commission

The VEC is an independent statutory authority established under the *Electoral Act 2002* (Vic) (**Electoral Act**). The VEC's principal functions are to conduct State elections, local government elections, certain statutory elections and polls, commercial and community elections, and to support electoral representation processes for local councils and the Electoral Boundaries Commission for State electoral boundaries. The VEC is also responsible for maintaining the Victorian register of electors and administering political funding and donation disclosure laws. The VEC has a mandated role to conduct electoral research, provide communication and education services, and inform and engage Victorians in the democratic process.

Sven Bluemmel is the appointed Electoral Commissioner and Dana Fleming is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

The Electoral Commissioner heads the VEC's Executive Management Group that comprises the Deputy Electoral Commissioner, the Executive Director, Corporate Services and 7 Directors, each leading the main functional areas of the VEC. Each Director acts as subject matter experts and oversees legislative responsibilities under the LG Act and the Electoral Act.

The VEC has a dedicated local government election program framework that incorporates a range of programs, projects and activities that are supported through strategic planning, project management, and process mapping. The program is overseen by the VEC's Delivery Group and has sponsorship from the Executive Management Group.

2. Key changes

Changes in legislation

The *Local Government Amendment (Governance and Integrity) Act 2024* (Vic) received royal assent on 25 June 2024 and introduced a number of changes to local government electoral legislation.

The VEC implemented the necessary changes to the 2024 local government election program in response to the reforms as they applied to the elections.

Key changes from *Local Government Amendment (Governance and Integrity) Act 2024*	
Close of roll	The date for the close of roll was extended from 57 days to 80 days before the election. For all elections after the October 2024 general elections, including by-elections, the date for the close of roll will be 73 days before election day. The previous timelines were no longer viable due to an increase in the scale and complexity of local government elections, including changes to enrolment entitlements, population growth, higher number of wards, likely increase in the number of candidates, and reduction in mail services offered by Australia Post. By moving this date earlier, other key dates including nomination day, the lodgement date for candidate statements and questionnaires, and the period for mailing out of ballot materials have been brought forward through the *Local Government (Electoral) Regulations 2020* (Vic) (**LG Regulations**) providing more time to ensure they are sustainable.
Certification of the roll	The timeframe for roll certification was increased to 23 business days (previously 13 business days) to ensure CEOs (or their delegates) and the VEC have adequate time to process enrolment applications and complete related roll certification processes.
Candidate statement word limit	In response to the pandemic, the LG Regulations permitted candidate statements to be increased from 200 to 300 words for the 2020 local government elections, acknowledging that candidates at the 2020 elections would face restrictions in campaigning. As candidates would no longer face pandemic-based barriers to campaigning activities, the word limit was reverted to 200 words. Equivalent amendments were also applied to the *City of Melbourne (Electoral) Regulations 2022* (Vic). Returning to the original word limit allowed the VEC to produce smaller candidate statement booklets, reducing associated printing costs and administrative burden.
Rejection and amendment of candidate statements	The time allowed for a candidate to amend their statement was reduced by one day to now be the day after the close of nominations (or 38 days before election day). This aligned the periods for rejections and amendments with the earlier deadline for lodging a candidate statement, allowing additional time to print ballot packs.
Close of candidate statements, photos and questionnaires	The deadline for submitting a candidate statement, photograph and questionnaire was amended to close the same day as the close of nominations at 12 noon, facilitating a more efficient process for candidates and allowing the VEC more time to print ballot packs.
Mailout of ballot pack	The timeline for conducting the mailout of ballot materials was extended from occurring over 3 business days to 4 business days, allowing the VEC to manage the risk of mail service level reductions and provide additional safeguards against election fraud.

3. Election dates

Key timelines for the 2024 local government elections	
Deadline fixed by the VEC for council primary enrolment data	Monday 15 July 2024
Close of roll	4 pm Wednesday 7 August 2024
Opening of the election office to the public	Monday 9 September 2024
Certification of the voters' roll and opening of nominations	Monday 9 September 2024
Close of nominations	12 noon Tuesday 17 September 2024
*Deadline for lodging candidate statements, photographs and questionnaires	12 noon Tuesday 17 September 2024
*Ballot draw	From 10 am Wednesday 18 September 2024
*General mail out of ballot packs to voters	Monday 7 October to Thursday 10 October 2024
*Close of voting	6 pm Friday 25 October 2024
Day prescribed as Election Day	Saturday 26 October 2024
*Close of extended postal vote receipt period	12 noon Friday 1 November 2024
Declaration of election results	No later than Friday 15 November 2024

*Dates with asterisks relate to contested elections only.

4. About Melton City Council

Melton City Council is comprised of 10 councillors elected from a subdivided structure.

The electoral structure of Melton City Council was last reviewed in 2023. The electoral structure was confirmed in May 2024 under the new Act.

Figure 1: The electoral structure of Melton City Council at the general election held on 26 October 2024.



5. Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Wednesday 7 August 2024. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Monday 9 September 2024.

At certification, the voters' roll for the 2024 Melton City Council general election included 125,636 enrolled voters.

Composition of the voters' roll

Section 249 of the LG Act specifies that the voters' roll for a local government election is formed by combining 2 separate lists of voters:

1. The Electoral Commissioner's list (EC list) – list of State electors that are enrolled within that local government area.

2. The Chief Executive Officer's list (CEO list) – list of council-entitled voters.

Refer to **Appendix 1** for a breakdown of the Melton City Council general election voters' roll.

Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Amendments to the voters' roll are to be certified by the VEC.

All voters added to the roll were issued with a ballot pack. Where a voter was removed from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made 4 amendments to the voters' roll, zero additions and 4 deletions.

6. Advertising and communication campaign

State-wide advertising

The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across 2 phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

Public notices

The VEC published a series of public notices on the VEC website throughout the election as required by the LG Act. The notices included critical information relevant to each milestone of the election timeline.

For the 2024 general election, Melton City Council nominated the following newspapers for the public notices:

› Brimbank and North West Star Weekly

› Melton and Moorabool Star Weekly

Refer to **Appendix 2** for further information in relation to the public notices.

VEC website

The VEC provided council specific information regarding the election on its website. The VEC website went live for the local government elections in early July 2024. Whilst some council-specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

Media liaison

An online media briefing was held on Monday 29 July 2024. The briefing was made available to view on the VEC website for media representatives unable to join the live event. The media briefing provided an overview of the planning, timeline, legislative changes and other key information for the 2024 local council elections.

Media outlets were provided with a media handbook that outlined the election timeline and key information, and provided the VEC's head office media contacts. This was made available along with other resources from the VEC's media centre webpage. The VEC's communication team supported each election manager with managing media interest locally in their council area.

The VEC's media liaison program principally featured scheduled state-wide and tailored council-specific media releases aimed at highlighting key milestones during the election and capitalise on existing general news coverage.

More information on the VEC's media release schedule is available at **Appendix 3**.

The media program also involved a responsive media enquiry service, as well as the translation and distribution of 3 key media releases for multiple non-English news outlets in Victoria.

Social media campaign

As part of its state-wide advertising campaign, the VEC used paid promotions on social media platforms including Facebook, Instagram, Snapchat, TikTok and WeChat, targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC's channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community and promote conversation about the democratic process.

VoterAlert advisories

State-enrolled voters can sign up to VoterAlert, our free SMS and email service, to receive reminder messages about elections that affect them. They can subscribe to messages via SMS, email, or both.

During the general election, we used VoterAlert to send direct messages on:

Wednesday 17 to Wednesday 31 July 2024 – 80,790 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters to enrol or update their details by the close of roll.

Monday 7 October to Monday 14 October 2024 – 81,922 voters were contacted by VoterAlert messages sent by SMS and/or email advising that we had commenced posting ballot packs.

Tuesday 22 October to Wednesday 23 October 2024 – 52,367 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters that it was the last week to post their ballot material back to us.

More information on VoterAlert is available at **Appendix 4**.

Voter engagement

The VEC delivered an extensive voter engagement program throughout Victoria, specific to local demographics.

Appendix 5 contains the full list of initiatives for the 2024 local government elections.

Democracy ambassadors

The VEC delivered education sessions conducted by our Democracy Ambassadors to a range of councils. The sessions focused on enrolment and voting for the election. These sessions were offered to councils in priority areas and delivered at no cost to council. Where resourcing allowed, requests for sessions that were not in the priority area were also fulfilled.

Three sessions were delivered for the Melton City Council election.

Blind and low-vision services

Braille and large print ballot material was available to blind and low-vision voters who registered for these products by 5 pm on Tuesday 17 September 2024.

The VEC received and processed no requests for braille ballot material and 5 requests for large print ballot material for Melton City Council.

Interpreting services

The VEC engaged the Victorian Interpreting and Language Services' Language Loop to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Public enquiry service

A centralised contact centre was established to respond to telephone public enquiries. This ensured consistency in messaging, early identification of themes and trends along with the opportunity to enable election offices to focus on election administration. The call centre was also responsible for emails received during the local government elections. Any calls regarding CEO list applications were referred to the relevant councils. Outside the call centre hours of operation, a recorded service was available that provided information on enrolment and voting.

Election offices fielded phone queries from local candidates on issues directly related to their candidacy (as separate to general queries about running as a candidate).

A total of 2,108 telephone calls were recorded for Melton City Council during the 2024 local government elections. An overall total of 11,758 email queries were received for all councils.

7. Election manager

The VEC maintains a pool of trained senior election officials from across Victoria to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials before they are appointed for each election.

The size of election management teams depends on the size of the council. Under the LG Act, an election manager is appointed to conduct each council's election and is supported by one or more assistant election managers.

In accordance with regulation 21(1) of the LG Regulations, the VEC appointed Priscilla Mayne as the election manager for the 2024 Melton City Council general election.

The appointed assistant election managers were Kylie Bakes and David Hermit.

8. Election office

The election manager was responsible for establishing and managing the election office at 16-18 Palmerston Street, Melton. The premises were provided by the VEC.

9. Candidates

Nominations opened at 9 am on Monday 9 September and closed at 12 noon on Tuesday 17 September 2024. Candidates were required to lodge their nomination forms in person at the election office. The nomination fee was $250.

Candidate information

The VEC developed resources to support prospective candidates with the nomination process, including a candidate handbook. From mid-July, candidates could access information about nominating as a candidate for the election. The online Candidate Helper, accessible via the VEC website, went live on Tuesday 20 August 2024. Candidate Helper enabled candidates to complete most of their nomination forms and other forms online before lodging them in person with the election manager.

For the Melton City Council 2024 elections, the VEC's candidate information sessions were delivered in person by the election manager. Additionally, a candidate information video was available on the VEC website from Tuesday 20 August 2024.

Nominations

At the close of nominations, 60 candidates had successfully nominated for the elections, which includes any candidates who retired after the close of nominations. Candidates who withdrew before the close of nominations are not included.

The following is a breakdown of candidate nominations per ward:

- Bullum Bullum Ward - 3 nominations
- Cambrian Ward - 5 nominations
- Coolibah Ward - 10 nominations
- Hilltop Ward - 4 nominations
- Jackwood Ward - 8 nominations
- Lake Caroline Ward - 6 nominations
- Mount Atkinson Ward - 6 nominations
- Stringybark Ward - 6 nominations
- Sugar Gum Ward - 3 nominations
- Watts Ward - 9 nominations

Ballot draws to determine the order of the names on the ballot paper were held at the election office following the close of nominations using the VEC's computerised ballot draw application.

See **Appendix 6** for the list of candidates in ballot draw order.

Candidate statements and photos

In accordance with regulation 39 of the LG Regulations, candidates were able to submit a 200-word statement and a recent photograph for inclusion in the ballot packs sent to voters. The deadline for these items was 12 noon on Tuesday 17 September 2024.

See **Appendix 6.1** for a breakdown of submitted statements and photos and **6.2** for sample ballot material.

Candidate questionnaires

In accordance with regulation 43 of the LG Regulations, candidates could also submit answers to a set of prescribed questions. The election manager accepted questionnaires from 58 of the 60 candidates at the election.

Voters could read the completed questionnaires on the VEC website or access them by contacting the election office.

Retirement of a candidate

In accordance with the LG Regulations, at any time after the close of nominations and before election day, a candidate may retire, or be retired by the VEC. A candidate can only retire if it will result in an uncontested election or if they are not qualified to be a Councillor. If the VEC believes a candidate was not entitled to nominate, it must formally query the candidate's qualification and invite written reasons why they are entitled. If the VEC remains satisfied that the candidate is not entitled, it must retire the candidate from the election.

When a candidate is retired from an election, the VEC is required to take all practicable steps to remove the retired candidate's name from ballot papers. If it is not practicable to do so, during the counting of votes the retired candidate's votes are passed on to other candidates according to voters' preferences.

There were no candidate retirements at the Melton City Council elections.

10. Voting

Ballot pack preparation and redirection

Artwork for ballot papers and candidate statements is generated using the VEC's automation tool. This tool selects from a range of pre-defined artwork templates and populates them with the relevant candidate information directly from the VEC's election management system database.

Following an extensive quality assurance process, print-ready artwork files were securely transmitted directly to the VEC's contracted ballot material printer ready for production. The VEC's contracted mail house directly printed the voters' addresses (mailing and entitlement address) and barcodes on the ballot paper envelopes in preparation for assembly and delivery of ballot packs. The VEC utilised multiple third party providers to assemble the ballot packs prior to the mail house lodging with Australia Post. The mail house allocated a secure area within its operations that was used solely for the printing, insertion, and dispatch of ballot material. This ensured the highest standards of security were met.

Electors could apply to have their ballot material redirected to an address other than their entitlement address. Voters had until the certification day for the voters' roll (also the day that nominations open) to apply for their ballot material to be redirected. The VEC arranged for ballot material to be delivered to any voter applying for redirection to the address specified in their request. For the 2024 local government elections, voters had until Monday 9 September 2024 to submit redirection requests.

The election manager received 116 requests for redirection of ballot packs for the election.

Early votes

Voters could request an early postal ballot envelope (early vote) before the general mail out of ballot packs. The election manager processed requests and issued early votes where the request was assessed as reasonable. Requests for early votes could be processed from Wednesday 18 September 2024, the day after nominations closed, until the start of the general mail out of ballot packs on Monday 7 October 2024.

Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

The election manager issued a total of 69 early votes for the election.

Mail-out of ballot packs

The VEC mailed 125,632 ballot packs between Monday 7 and Thursday 10 October 2024.

See **Appendix 7** for a breakdown of the packs sent on each day of the general mail out. The VEC did not mail ballot packs to voters who passed away between the close of roll and generation of the mail-out file.

This included 116 ballot packs which were redirected to alternative addresses for voters who had applied to redirect their ballot pack by Monday 9 September 2024.

In accordance with regulation 49(3) of the LG Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail-out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

The VEC liaised closely with Australia Post during the mail-out period to confirm that ballot packs had been delivered to voters. Australia Post confirmed all ballot packs had been delivered by Tuesday 15 October 2024.

During the voting period, 1,354 ballot packs were returned to the election office by Australia Post as return-to-sender mail. In most cases, this was likely due to the addressee no longer residing at the address.

Unenrolled votes

The election manager issued unenrolled votes to people whose names could not be found on the voters' roll but said they were entitled to vote at the election. The unenrolled ballot pack included a declaration for the voter to sign. The election manager assessed the declaration and decided to admit or disallow the vote.

The election manager issued 11 unenrolled votes and following relevant checks, none were admitted to the count.

Replacement ballot packs

Following the general mail out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoilt, or destroyed, could apply for a replacement vote by completing an online application form or contacting the public enquiry service.

A centralised team processed applications and mailed replacement ballot packs to the postal address provided. Voters also had the option to attend the election office in the council for which they hold entitlement, to have a replacement vote issued over the counter.

4,701 replacement ballot packs across all wards during the voting period were issued. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

11. Return of ballot paper envelopes

VEC provided voters with a priority reply paid envelope to return their completed ballot paper and ballot paper envelope. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters could also put their ballot papers and envelope in a ballot box at the election office.

As ballot paper envelopes were returned, they were progressively checked by the election manager to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot paper from any one voter could proceed to the extraction and count.

The election manager received a total of 88,491 returned ballot paper envelopes across all wards by the close of voting at 6 pm on Friday 25 October 2024.

In accordance with regulation 57(3) of the LG Regulations, the election manager could accept returned ballot paper envelopes until 12 noon on the Friday following the close of voting, if they thought the voter had signed the envelope before voting closed.

The election manager accepted 16,082 ballot paper envelopes across all wards during the extended postal vote receipt period.

The total returned ballot paper envelopes for Melton City Council was 104,573.

The election manager set aside 2,524 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes across all wards for Melton City Council.

12. Results

Extraction

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This 2-stage process maintains anonymity and ensures the VEC can track the number of envelopes for ongoing reconciliation.

A total of 102,049 ballot paper envelopes were admitted to the extraction process.

Ballot papers were extracted at the election office from Monday 28 October 2024. The extraction of all admitted ballot paper envelopes was completed on Wednesday 6 November 2024, following the close of the extended postal vote receipt period.

If the VEC found any returned ballot paper envelopes that did not contain a ballot paper, contained more than one ballot paper, or did not contain the correct ballot paper, these were required to be rejected and not counted. There were 392 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 101,657 ballot papers proceeded to the count.

Computer count

A computer count information session explaining the process was recorded and available for online streaming from the VEC website from Friday 18 October 2024.

Following the extraction of ballot papers admitted to the count for all wards, preferences on ballot papers were data entered into the VEC's computer counting application at Melbourne Convention and Exhibition Centre. The application distributes preferences using the preferential method once data entry of ballot paper preferences is complete. Results were calculated at the election office on Thursday 7 November 2024.

The VEC published provisional results on its website as they became available. Results were updated as finalised once declarations had taken place.

For a breakdown of first preference results by ward, refer to **Appendix 8**.

Recounts

At any time before a candidate is declared elected, the election manager or a candidate may initiate a recount. Election managers initiate recounts if margins in a preference distribution are close or critical. Candidates must ask for a recount in writing, with the reasons for their request. The election manager and head office staff assess candidate recount requests and either accept or deny them.

The election manager received one request for a recount for Jackwood Ward. This request did not proceed to the recount process.

Scrutineers

Scrutineers help deliver fair and transparent elections by observing election activities. They contribute to electoral integrity and help build public trust. Scrutineers can observe all activities involved in ballot paper and envelope processing.

Candidates are not permitted in election venues during extraction and counting activities and instead appoint scrutineers. Each candidate could appoint one scrutineer per election official involved in an activity. To appoint scrutineers, candidates completed a hardcopy 'Appointment and declaration of scrutineer form', which the candidate signed and submitted to the election manager. All scrutineers then had to sign the form's formal declaration in front of an election official. The declaration meant the scrutineers committed to eligibility and legal requirements and the VEC's conditions of entry.

A *Scrutineer handbook* was made available to all candidates and scrutineers with information on the role and responsibility of scrutineers during election activities. It included overviews of the activities so that scrutineers could understand what to expect during election activities they may attend. When scrutineers attended election venues they were briefed on their responsibilities and the processes they would witness. Scrutineers were instructed when and how they could challenge activities when ballot paper formality was being decided and votes were being counted. Scrutineers were allowed to notify election managers if they disagreed with the decision made by an election official on ballot paper formality or whether votes were counted for the selected candidate. Election managers reviewed the challenge and made a final decision on the ballot paper.

Declaration of results

In the Service Plan, the VEC committed to complete all results declarations by Friday 15 November 2024.

The results of the 2024 Melton City Council general election were declared at 2 pm on Monday 11 November 2024 at Council Chambers, Melton Civic Centre, 232 High Street, Melton for all wards.

The VEC website was updated following the declaration to reflect the elected candidates.

13. Election statistics

Participation

Participation is measured by the number of voters marked off the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Melton City Council election was 82.67%, which is lower than the state average of 83.79% (excluding Melbourne City Council) and lower than the 83.39% rate at the 2020 Melton City Council general election.

Analysis of voter participation for the different enrolment categories shows that participation is lower for voters who are enrolled on the EC's list (82.66%) compared to voters enrolled on the CEO's list (85.28%).

Refer to **Appendix 9** for further information on participation, including a breakdown by enrolment category.

Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

The overall voter turnout for the 2024 Melton City Council general election was 80.92%. This is compared to the state average turnout of 81.46% (excluding Melbourne City Council). The voter turnout at the 2020 general election for the council was 81.21%.

Informality

The overall informal voting rate recorded at the 2024 Melton City Council general election was 3.75%, compared with the State average of 3.47%. An informality rate of 6.71% was recorded at the Melton City Council general election held in October 2020.

14. Complaints

Type of complaints

At local government elections, complaints generally fall into 2 broad categories:

1. Election Administration

Complaints about the conduct of the election and services to voters.

2. Election participation and conduct

Complaints about candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

Most complaints at the 2024 local government elections related to the second category, and often alleged inappropriate or illegal action by a person or group associated with the election.

Complaints process

The VEC have a streamlined complaints process during elections, developed with local councils and enforcement agencies. Complaints must be lodged in writing, then processed at head office. For the 2024 local government elections, customers could provide feedback and complaints online.

Complaints alleging a breach of the LG Act are forwarded to the Local Government Inspectorate. Complaints relating to local laws are referred to council. Complaints about the VEC's services, or the behaviour or actions of VEC staff and election officials, are the responsibility of the VEC.

The VEC is committed to responding to each complaint within 5 working days.

Complaints received

The VEC received 44 written complaints relating to the election for Melton City Council.

Please see **Appendix 10** for a description of complaints received by the VEC.

15. Post-election activities

Storage of election material

The VEC will keep all records from the election safely and secretly in accordance with regulation 79 of the LG Regulations.

Refund of nomination fees

Nomination fees were refunded to eligible candidates on Tuesday 17 December 2024. Eligible candidates include those elected or who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to the council on Tuesday 17 December 2024.

Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the declaration and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

There were no applications to VCAT disputing the result of the Melton City Council general election.

16. Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote will be issued with an 'Apparent failure to vote' notice in February/March. Apparent non-voters have 28 days to respond.

People who do not respond to the notice, or do not provide a satisfactory response, may be issued with an infringement notice in April/May that will incur a penalty. Further follow-up with a penalty reminder notice in July may also occur – this stage includes the original penalty and a penalty reminder notice fee. Penalties collected on behalf of council will be reimbursed at the end of the infringement and reminder notice stages.

Additionally, during the infringement and penalty reminder notice stages, non-voters may ask for their matter to proceed directly to the Magistrates' Court.

These requests will be actioned at the conclusion of the infringement and penalty reminder notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the end of the penalty reminder notice stage.

17. Evaluating VEC services

The VEC is committed to providing high quality election services to its local government clients. Through a formal feedback and debriefing program, the VEC can gauge its performance and seek advice for future local government election projects.

Feedback from councils

The VEC invited feedback from councils on its services in December 2024. Additional feedback can be provided to the LG2024 Program Manager by emailing LGProgram2024@vec.vic.gov.au

Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program that includes input from all areas of its workforce. Internal debriefing following the local government elections began in December 2024. The VEC will publish a consolidated report on its performance and key statistics from the elections. This will be tabled in Parliament and available on the VEC website.

Appendices

Schedule 1: Record of ballot papers and declaration envelopes

Bullum Bullum Ward election	
Ballot papers printed	
Victorian Electoral Commission	15,000
Election manager	4
Total	**15,004**
Ballot papers issued	
General mail out	12,920
Early and replacement votes	403
Unenrolled declaration votes	1
Spoilt	1
Sub total	13,325
Unused	1,679
Total	**15,004**
Declarations returned	
General mail out admitted to the extraction	10,693
Early and replacement votes admitted to the extraction	259
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	235
Declarations returned to sender	111
Sub total	11,298
Declarations not returned	2,027
Total	**13,325**

Cambrian Ward election	
Ballot papers printed	
Victorian Electoral Commission	15,000
Election manager	15
Total	**15,015**
Ballot papers issued	
General mail out	12,756
Early and replacement votes	504
Unenrolled declaration votes	1
Spoilt	1
Sub total	13,262
Unused	1,753
Total	**15,015**
Declarations returned	
General mail out admitted to the extraction	9,754
Early and replacement votes admitted to the extraction	347
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	275
Declarations returned to sender	169
Sub total	10,545
Declarations not returned	2,717
Total	**13,262**

Coolibah Ward election	
Ballot papers printed	
Victorian Electoral Commission	13,002
Election manager	9
Total	**13,011**
Ballot papers issued	
General mail out	11,272
Early and replacement votes	581
Unenrolled declaration votes	2
Spoilt	1
Sub total	11,856
Unused	1,155
Total	**13,011**
Declarations returned	
General mail out admitted to the extraction	8,375
Early and replacement votes admitted to the extraction	412
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	224
Declarations returned to sender	150
Sub total	9,161
Declarations not returned	2,695
Total	**11,856**

Hilltop Ward election	
Ballot papers printed	
Victorian Electoral Commission	14,000
Election manager	14
Total	**14,014**
Ballot papers issued	
General mail out	11,743
Early and replacement votes	319
Unenrolled declaration votes	0
Spoilt	0
Sub total	12,062
Unused	1,952
Total	**14,014**
Declarations returned	
General mail out admitted to the extraction	9,764
Early and replacement votes admitted to the extraction	197
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	227
Declarations returned to sender	123
Sub total	10,311
Declarations not returned	1,751
Total	**12,062**

Jackwood Ward election	
Ballot papers printed	
Victorian Electoral Commission	16,000
Election manager	8
Total	**16,008**
Ballot papers issued	
General mail out	14,169
Early and replacement votes	821
Unenrolled declaration votes	2
Spoilt	0
Sub total	14,992
Unused	1,016
Total	**16,008**
Declarations returned	
General mail out admitted to the extraction	11,287
Early and replacement votes admitted to the extraction	510
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	305
Declarations returned to sender	92
Sub total	12,194
Declarations not returned	2,798
Total	**14,992**

Lake Caroline Ward election	
Ballot papers printed	
Victorian Electoral Commission	16,000
Election manager	10
Total	**16,010**
Ballot papers issued	
General mail out	13,735
Early and replacement votes	584
Unenrolled declaration votes	0
Spoilt	0
Sub total	14,319
Unused	1,691
Total	**16,010**
Declarations returned	
General mail out admitted to the extraction	11,105
Early and replacement votes admitted to the extraction	371
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	308
Declarations returned to sender	108
Sub total	11,892
Declarations not returned	2,427
Total	**14,319**

Mount Atkinson Ward election	
Ballot papers printed	
Victorian Electoral Commission	13,001
Election manager	14
Total	**13,015**
Ballot papers issued	
General mail out	11,446
Early and replacement votes	687
Unenrolled declaration votes	3
Spoilt	0
Sub total	12,136
Unused	879
Total	**13,015**
Declarations returned	
General mail out admitted to the extraction	8,540
Early and replacement votes admitted to the extraction	431
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	177
Declarations returned to sender	102
Sub total	9,250
Declarations not returned	2,886
Total	**12,136**

Stringybark Ward election	
Ballot papers printed	
Victorian Electoral Commission	15,000
Election manager	11
Total	**15,011**
Ballot papers issued	
General mail out	12,100
Early and replacement votes	441
Unenrolled declaration votes	0
Spoilt	0
Sub total	12,541
Unused	2,470
Total	**15,011**
Declarations returned	
General mail out admitted to the extraction	9,149
Early and replacement votes admitted to the extraction	329
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	213
Declarations returned to sender	166
Sub total	9,857
Declarations not returned	2,684
Total	**12,541**

Sugar Gum Ward election	
Ballot papers printed	
Victorian Electoral Commission	16,000
Election manager	6
Total	**16,006**
Ballot papers issued	
General mail out	13,649
Early and replacement votes	386
Unenrolled declaration votes	0
Spoilt	0
Sub total	14,035
Unused	1,971
Total	**16,006**
Declarations returned	
General mail out admitted to the extraction	11,330
Early and replacement votes admitted to the extraction	252
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	280
Declarations returned to sender	136
Sub total	11,998
Declarations not returned	2,037
Total	**14,035**

Watts Ward election	
Ballot papers printed	
Victorian Electoral Commission	14,002
Election manager	8
Total	**14,010**
Ballot papers issued	
General mail out	11,842
Early and replacement votes	485
Unenrolled declaration votes	2
Spoilt	1
Sub total	12,330
Unused	1,680
Total	**14,010**
Declarations returned	
General mail out admitted to the extraction	8,582
Early and replacement votes admitted to the extraction	362
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	280
Declarations returned to sender	197
Sub total	9,421
Declarations not returned	2,909
Total	**12,330**

Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2024 Melton City Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



Sven Bluemmel
Electoral Commissioner

Appendix 1: Breakdown of the voters' roll

Melton City Council election	Voters enrolled through an entitlement under section 241 of the LG Act	Voters enrolled through entitlements under sections 242–245 of the LG Act	Total voters enrolled
Melton City Council	124,838	798	125,636
Bullum Bullum Ward	12,882	39	12,921
Cambrian Ward	12,706	50	12,756
Coolibah Ward	11,155	117	11,272
Hilltop Ward	11,712	32	11,744
Jackwood Ward	13,988	181	14,169
Lake Caroline Ward	13,704	31	13,735
Mount Atkinson Ward	11,247	199	11,446
Stringybark Ward	12,044	56	12,100
Sugar Gum Ward	13,623	27	13,650
Watts Ward	11,777	66	11,843

Appendix 2: Public notices

Schedule of public notices

Close of roll notice	
VEC website/public notices	22 July 2024
Brimbank and North West Star Weekly	23 July 2024
Melton and Moorabool Star Weekly	23 July 2024

Notice of election	
VEC website/public notices	12 August 2024
Brimbank and North West Star Weekly	13 August 2024
Melton and Moorabool Star Weekly	13 August 2024

Voting details notice	
VEC website/public notices	20 September 2024
Brimbank and North West Star Weekly	1 October 2024
Melton and Moorabool Star Weekly	1 October 2024

Reminder notice	
Brimbank and North West Star Weekly	15 October 2024
Melton and Moorabool Star Weekly	15 October 2024

Notice of result	
VEC website/public notices	11 November 2024

Notice of result	
Brimbank and North West Star Weekly	26 November 2024
Melton and Moorabool Star Weekly	26 November 2024

Appendix 2.1: Sample public notices

Close of roll

Sample Council postal election

My council, my vote

Sample Council logo

You must be enrolled to vote

A general election for Sample Council will be held in October 2024. To be able to vote in the election, you must be enrolled by the close of roll at **4 pm** on **Wednesday 7 August 2024**. Two categories of voters can be enrolled to vote in the Sample Council election: State-enrolled voters and Council-enrolled voters.

State-enrolled voters

Am I enrolled to vote?

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are on the State electoral roll for your current address.

You need to enrol if:

- you are an Australian citizen aged 18 or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are not on the State electoral roll or
- you have lived at your current residential address within the Sample Council for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

How do I enrol?

You can enrol online at **vec.vic.gov.au**

You can also download an enrolment form from the website.

All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at **4 pm** on **Wednesday 7 August 2024.**

How can I check my State enrolment?

You can check your enrolment details online at **vec.vic.gov.au** at any time, or call 131 832.

Council-enrolled voters

Am I enrolled to vote?

To be a Council-enrolled voter, you must be:

- 18 years of age or over on Saturday 26 October 2024 and
- not a State-enrolled voter within the Sample Council.

New rules mean you are no longer automatically enrolled if you are a non-resident property owner (e.g. a landlord or a business owner that pays rates). If you are a non-resident property owner within the Sample Council, you need to apply to enrol if you wish to vote in the Sample Council election.

Who else can enrol & vote?

You may also apply to enrol if:

- you have purchased a rateable property within the Sample Council location since the last election but you are not a resident of the Sample Council, or
- you are not an Australian citizen and you live in, and pay rates for, a property within the Sample Council location, or
- you pay rates on a property you occupy within the Sample Council and have no other voting entitlement within the Sample Council, for example you are a shop tenant and pay rates to the Council for your tenancy, and you have no other voting entitlement within the Sample Council, or
- you are a director or company secretary of a corporation within the Sample Council that pays rates to Sample Council and you have no other voting entitlement within the Sample Council.

How do I apply to be a Council-enrolled voter?

If you meet any of the above criteria and wish to enrol, contact Sample Council on 0000 0000 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at **4 pm** on **Wednesday 7 August 2024.**

How can I check if I am Council-enrolled?

You can check your enrolment details by contacting the Council on 0000 0000.

Thinking about standing for election?

To nominate as a candidate for Sample Council, you must:

- be an Australian citizen and enrolled on the voters' roll for Sample Council and
- be eligible to become a councillor and
- have completed the mandatory candidate training provided by Local Government Victoria before lodging your nomination with the Election Manager.

For further information, visit **vec.vic.gov.au**

Enrolment closes

4 pm Wednesday 7 August 2024

State-enrolled voters can register for free VoterAlert SMS and email reminders at **vec.vic.gov.au**

vec.vic.gov.au | 131 832

For enquiries in languages other than English:

ع (Arabic) 9209 0100 • ᐊᓂᔑᓇᐯ (Assyrian) 9209 0160 • ဘာသာမြန် (Burmese) 9209 0161 • 简体中文 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101 • **Hrvatski** (Croatian) 9209 0102 • دری (Dari) 9209 0193 • **Thuɔŋjäŋ** (Dinka) 9209 01119 • **Ελληνικά** (Greek) 9209 0103 • ازرگی (Hazaragi) 9209 0162 • **Italiano** (Italian) 9209 0104 • **ខេមរៈ** (Khmer) 9209 0192 • **한국어** (Korean) 9209 0194 • **македонски** (Macedonian) 9209 0105 • **नेपाली** (Nepali) 9209 0163 • فارسی (Persian) 9209 0195 • **ภาษาไทย** (Thai) 9209 0164 • **Türkçe** (Turkish) 9209 0110 • اردو (Urdu) 9209 0165 • **Tiếng Việt** (Vietnamese) 9209 0111 • All other non-English languages 9209 0112

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

@electionsvic

Victorian Electoral Commission

Notice of election

Sample Council postal election

My council, my vote

Sample Council logo

Vote by post this October

Ballot packs will be mailed to voters enrolled in the Sample Council general election from Monday 7 October. Complete and return your ballot material ASAP. Ballot material must be in the mail or delivered to the election manager by **6 pm on Friday 25 October**.

If you will be away

If you will be away when ballot packs are mailed, or your address has changed since Wednesday 7 August, you can request for your ballot pack to be redirected by completing the online redirection form at **vec.vic.gov.au/redirections**, or call 131 832.

Requests for redirection must be received by 5 pm on Monday 9 September.

Large print and braille ballot papers

Large print or braille ballot papers are available for voters who are blind or have low vision – please register by 5 pm Tuesday 10 September. To register, call 03 8620 1314 during business hours.

Early votes

If you will be away during the voting period (7–25 October), you can go to your local election office to vote in person, from 10 am on Wednesday 18 September.

The Sample Council election office is at:

Sample election office address

How to nominate as a candidate

To nominate as a candidate, you must:

- be an Australian citizen and enrolled on the voters roll for Sample Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the election manager.

To nominate, complete the nomination form and lodge it with the election manager together with the $250 nomination fee. Nomination forms can be lodged by appointment during business hours from Monday 9 September until 12 noon on Tuesday 17 September at the election office.

Visit **vec.vic.gov.au** for more information and to pre-complete your nomination form using the online Candidate Helper. The online Candidate Helper will be available from Tuesday 20 August.

If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the election manager along with the nomination fee.

Call the election manager from Monday 9 September on 131 832 to make a nomination appointment.

Nominations close 12 noon Tuesday 17 September.



Candidate information session

Sample time sample date at sample venue name, sample address

Candidate information kits containing nomination forms and other electoral information will be available online and from the election manager.

State-enrolled voters can register for free VoterAlert SMS and email reminders at **vec.vic.gov.au**

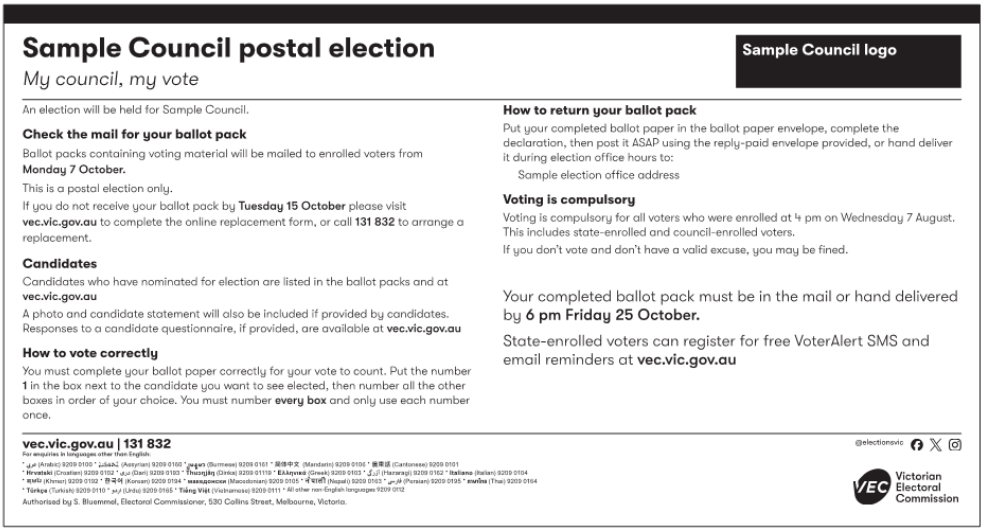
For enquiries in languages other than English:

ع (Arabic) 9209 0100 • ᐊᓂᔑᓇᐯ (Assyrian) 9209 0160 • ဘာသာမြန် (Burmese) 9209 0161 • 简体中文 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101 • **Hrvatski** (Croatian) 9209 0102 • دری (Dari) 9209 0193 • **Thuɔŋjäŋ** (Dinka) 9209 01119 • **Ελληνικά** (Greek) 9209 0103 • ازرگی (Hazaragi) 9209 0162 • **Italiano** (Italian) 9209 0104 • **ខេមរៈ** (Khmer) 9209 0192 • **한국어** (Korean) 9209 0194 • **македонски** (Macedonian) 9209 0105 • **नेपाली** (Nepali) 9209 0163 • فارسی (Persian) 9209 0195 • **ภาษาไทย** (Thai) 9209 0164 • **Türkçe** (Turkish) 9209 0110 • اردو (Urdu) 9209 0165 • **Tiếng Việt** (Vietnamese) 9209 0111 • All other non-English languages 9209 0112

vec.vic.gov.au | 131 832 @electionsvic Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Victorian Electoral Commission

Voting details notice



Sample Council postal election

My council, my vote

Sample Council logo

An election will be held for Sample Council.

Check the mail for your ballot pack

Ballot packs containing voting material will be mailed to enrolled voters from **Monday 7 October.**

This is a postal election only.

If you do not receive your ballot pack by **Tuesday 15 October** please visit **vec.vic.gov.au** to complete the online replacement form, or call **131 832** to arrange a replacement.

Candidates

Candidates who have nominated for election are listed in the ballot packs and at **vec.vic.gov.au**

A photo and candidate statement will also be included if provided by candidates. Responses to a candidate questionnaire, if provided, are available at **vec.vic.gov.au**

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you want to see elected, then number all the other boxes in order of your choice. You must number **every box** and only use each number once.

How to return your ballot pack

Put your completed ballot paper in the ballot paper envelope, complete the declaration, then post it ASAP using the reply-paid envelope provided, or hand deliver it during election office hours to:

Sample election office address

Voting is compulsory

Voting is compulsory for all voters who were enrolled at 4 pm on Wednesday 7 August. This includes state-enrolled and council-enrolled voters.

If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by **6 pm Friday 25 October.**

State-enrolled voters can register for free VoterAlert SMS and email reminders at **vec.vic.gov.au**

vec.vic.gov.au | 131 832

For enquiries in languages other than English:

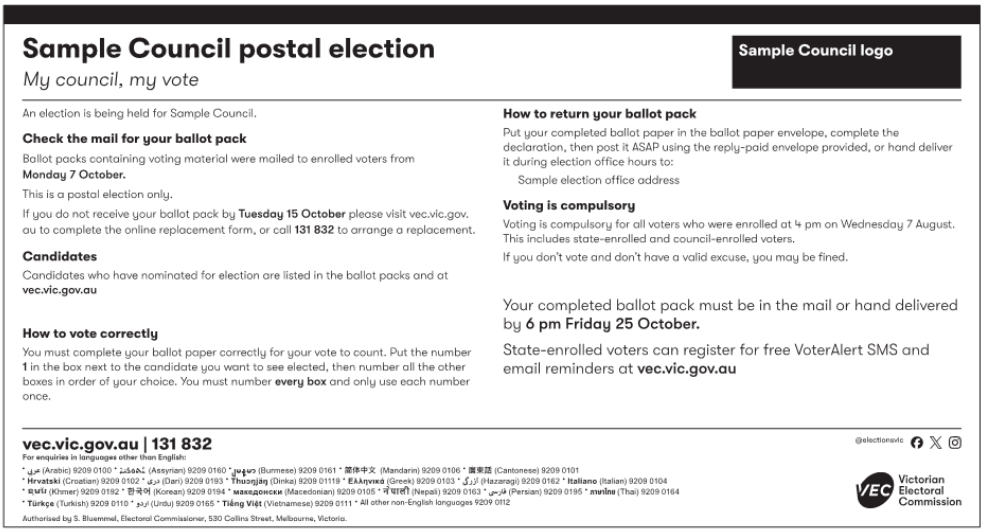
* عربي (Arabic) 9209 0100 * ܣܘܪܝܝܐ (Assyrian) 9209 0160 * ဗမာစာ (Burmese) 9209 0161 * 简体中文 (Mandarin) 9209 0106 * 廣東話 (Cantonese) 9209 0101
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Victorian Electoral Commission

Reminder notice



Sample Council postal election

My council, my vote

Sample Council logo

An election is being held for Sample Council.

Check the mail for your ballot pack

Ballot packs containing voting material were mailed to enrolled voters from **Monday 7 October.**

This is a postal election only.

If you do not receive your ballot pack by **Tuesday 15 October** please visit vec.vic.gov.au to complete the online replacement form, or call **131 832** to arrange a replacement.

Candidates

Candidates who have nominated for election are listed in the ballot packs and at **vec.vic.gov.au**

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you want to see elected, then number all the other boxes in order of your choice. You must number **every box** and only use each number once.

How to return your ballot pack

Put your completed ballot paper in the ballot paper envelope, complete the declaration, then post it ASAP using the reply-paid envelope provided, or hand deliver it during election office hours to:

Sample election office address

Voting is compulsory

Voting is compulsory for all voters who were enrolled at 4 pm on Wednesday 7 August. This includes state-enrolled and council-enrolled voters.

If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by **6 pm Friday 25 October.**

State-enrolled voters can register for free VoterAlert SMS and email reminders at **vec.vic.gov.au**

vec.vic.gov.au | 131 832

For enquiries in languages other than English:

* عربي (Arabic) 9209 0100 * ܣܘܪܝܝܐ (Assyrian) 9209 0160 * ဗမာစာ (Burmese) 9209 0161 * 简体中文 (Mandarin) 9209 0106 * 廣東話 (Cantonese) 9209 0101
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@electionsvic

Victorian Electoral Commission

Declaration of results

Sample Council election
Declaration of results

Sample Council logo

The following candidates were elected to Sample Council at the general election held in October 2024:

Sample Ward 1
Sample elected candidate 1

Sample Ward 2
Sample elected candidate 2

Sample Ward 3
Sample elected candidate 3

Sample Ward 4
Sample elected candidate 4

Sample Ward 5
Sample elected candidate 5

Sample Ward 6
Sample elected candidate 6

Sample Ward 7
Sample elected candidate 7

Sample Ward 8
Sample elected candidate 8

Sample Ward 9
Sample elected candidate 9

Further details about the results are available at **vec.vic.gov.au**

Sample Election Manager name
Election Manager
Sample declaration date

vec.vic.gov.au | 131 832 | @electionsvic
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Victorian Electoral Commission

Appendix 3: Schedule of media releases and advisories

Melton City Council council-specific media releases and advisories	
Enrol now for the Melton City Council election	Monday 29 July 2024
Call for candidates for Melton City Council election	Thursday 22 August 2024
Ballot packs mailed for Melton City Council election	Monday 7 October 2024
Voting closes soon for Melton City Council election	Tuesday 15 October 2024
New councillors for Melton City Council	Monday 11 November 2024

Statewide media releases and advisories	
Victorians urged to enrol for upcoming local council elections	Monday 22 July 2024
Media advisory: 2024 local council elections briefing	Monday 22 July 2024
Last chance to enrol for Victorian council elections	Friday 2 August 2024
News alert: Enrolment closes tomorrow for October's council local elections	Tuesday 6 August 2024
Nominations open soon for Victorian local council elections	Monday 26 August 2024
Media advisory: Accessing candidate information for the 2024 Victorian local council elections	Friday 6 September 2024
Nominations for the 2024 Victorian local council elections now open	Monday 9 September 2024
Over 4.6 million enrolled for local council elections	Tuesday 10 September 2024
Time is running out to nominate for this year's local council elections	Monday 16 September 2024
Electoral Commissioner calls for transparency in the use of AI in upcoming local council elections	Tuesday 17 September 2024
Media advisory: Media attendance at local council election ballot draw	Tuesday 17 September 2024
Nominations are in for October local council elections	Wednesday 18 September 2024
Democracy ambassadors help community voices 'Be Heard'	Thursday 19 September 2024
VEC retires 16 local council election candidates	Monday 30 September 2024
Voting starts next week for Victoria's local council elections	Friday 4 October 2024

Statewide media releases and advisories	
Police investigate break-in at the Ballarat election office	Thursday 10 October 2024
Voters urged to request a replacement ballot pack following van theft	Friday 18 October 2024
Local council elections voting deadline looms	Monday 21 October 2024
Voters urged to request a replacement ballot pack following theft	Thursday 24 October 2024
Final day of voting	Friday 25 October 2024
Media advisory: Results timelines for Victorian local council elections	Friday 25 October 2024
Media advisory: Media attendance at results declarations	Wednesday 6 November 2024
Suspected postal vote tampering in 2 local council elections referred for inquiry	Wednesday 13 November 2024
Didn't vote in the 2024 local council elections?	Monday 17 February 2025
Non-voters asked to explain why they didn't vote in the 2024 local council elections	Friday 7 March 2025
Infringements sent to 2024 local council election non-voters	Scheduled for Monday 14 April 2025
Act on penalty reminder notice or risk enforcement action	Scheduled for Thursday 1 July 2025

Appendix 4: VoterAlert advisories

Appendix 4.1: SMS alerts

Close of roll – sent from Wednesday 17 July to Wednesday 31 July 2024

VoterAlert: Vic council elections will be held by post this Oct. Make sure your details are correct before 4pm Wed 7 Aug. More info https://vec.vic.gov.au/LG24. If you'd rather not open links in this message, look up the VEC website or call 131 832 to check. Unsubscribe https://vec.vic.gov.au/voteralert

Uncontested election – sent from Wednesday 25 September to Tuesday 1 October 2024

VoterAlert: the election in your area is uncontested, as only one person nominated per vacancy. You do not need to vote. More info: https://vec.vic.gov.au/LG24. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: https://vec.vic.gov.au/voteralert

Mail-out of ballot packs – sent from Monday 7 October to Monday 14 October 2024

VoterAlert: ballot packs for the local council elections are on their way, arriving by 15 Oct. Complete and return before 6pm on Fri 25 Oct. For more info visit https://vec.vic.gov.au/LG24, look up the VEC website or call 131 832. Unsubscribe: https://vec.vic.gov.au/voteralert

Reminder close of voting – sent from Tuesday 22 October to Wednesday 23 October 2024

VoterAlert: return your council election ballot pack by 6pm Fri Oct 25. If your ballot pack hasn't arrived, find out how to get a replacement at https://vec.vic.gov.au/LG24. Ignore if you've already voted or asked for a replacement. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: https://vec.vic.gov.au/voteralert

Appendix 4.2: Email alerts

Close of roll email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert — Victorian Electoral Commission

Hi

Victorian local council elections are being held by post this October. You must be correctly enrolled by **4 pm** on **Wednesday 7 August**.

What you need to do

Not sure if your enrolment details are up to date? You can check online at vec.vic.gov.au/enrolment

If you've changed your address or name since you last voted in an election, you should update your details. Please also check the postal address listed on your enrolment, as this is where we will send your ballot pack.

CHECK MY DETAILS

If your details **haven't changed** since the last time you voted, get ready to vote. All voting in this election is by post. We will start posting ballot packs out from Monday 7 October.

The full list of candidates will be available on our website from 12 noon on Tuesday 17 September.

Find out more about your council election.

Voting is compulsory – don't risk a fine.

If you own properties in more than one Victorian council

Some people are eligible to enrol in more than one council. If you own or pay rates on a property in a Victorian council other than where you normally live, you can apply to enrol with that council. This is known as council enrolment.

Contact the council directly for more information about council enrolment.

Find out more about council enrolment.

You **must** vote for all councils you are enrolled in.

Electoral structure changes

Over half of Victoria's local councils have new electoral structures or have changed internal ward boundaries. You may be voting in a new ward this October.

You can check your council's ward boundaries on our interactive map.

Information in your language

You can find election information in 20 languages other than English on our website.

Find in-language information.

Security

If you would rather not click any links in this email, all this information and more is on our website at vec.vic.gov.au. You can also hover over links to confirm they go to a vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

Visit vec.vic.gov.au or call us on 131 832 between 8:30 am and 5 pm Monday to Friday.

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

UNSUBSCRIBE

VEC website | Contact us | Privacy | Legal

Uncontested election email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert — Victorian Electoral Commission

Hi

The , Ward election is uncontested as there were the same number of candidates as vacancies at the close of nominations.

You are not required to vote this October.

If you own properties in any other Victorian councils

You will still get a ballot pack for any other councils you are enrolled in. Please complete and return all ballot packs you receive before **6 pm** on **Friday 25 October**.

If you don't vote you may risk a fine.

Check your enrolment online or contact the council directly to check your enrolment details.

Check my enrolment

Security

If you would rather not click any links in this email, all this information and more is on our website at vec.vic.gov.au. You can hover your mouse over links to make sure they go to a vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

For more information visit vec.vic.gov.au or call us on 131 832 between 8:30 am and 5 pm, Monday to Friday.

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

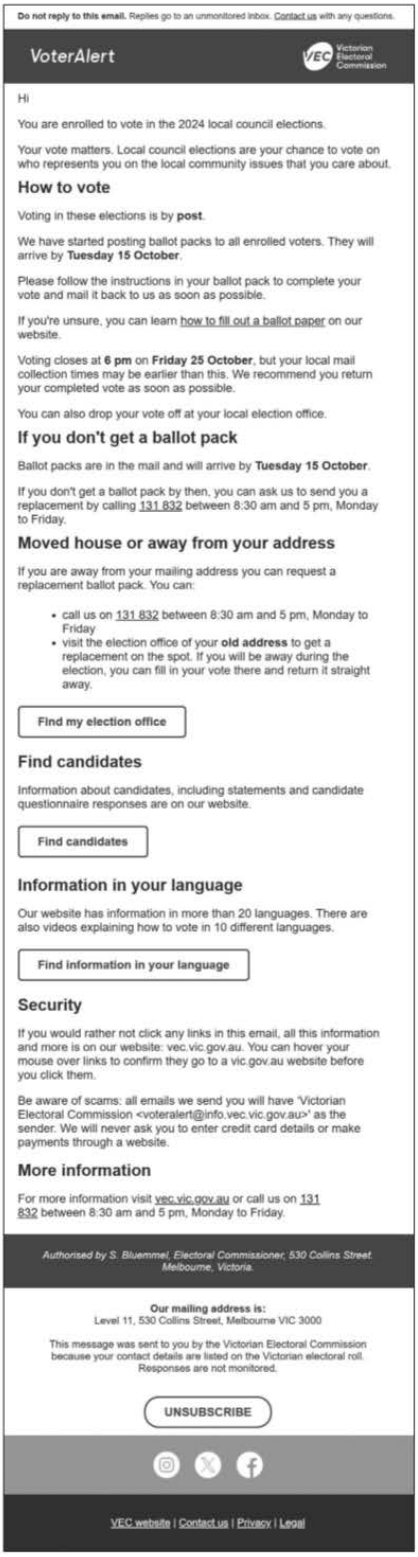
Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

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Ballot pack mail-out email



Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert — Victorian Electoral Commission

Hi

You are enrolled to vote in the 2024 local council elections.

Your vote matters. Local council elections are your chance to vote on who represents you on the local community issues that you care about.

How to vote

Voting in these elections is by **post**.

We have started posting ballot packs to all enrolled voters. They will arrive by **Tuesday 15 October**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible.

If you're unsure, you can learn how to fill out a ballot paper on our website.

Voting closes at **6 pm** on **Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

If you don't get a ballot pack

Ballot packs are in the mail and will arrive by **Tuesday 15 October**.

If you don't get a ballot pack by then, you can ask us to send you a replacement by calling 131 832 between 8:30 am and 5 pm, Monday to Friday.

Moved house or away from your address

If you are away from your mailing address you can request a replacement ballot pack. You can:

- call us on 131 832 between 8:30 am and 5 pm, Monday to Friday
- visit the election office of your **old address** to get a replacement on the spot. If you will be away during the election, you can fill in your vote there and return it straight away.

Find my election office

Find candidates

Information about candidates, including statements and candidate questionnaire responses are on our website.

Find candidates

Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

Find information in your language

Security

If you would rather not click any links in this email, all this information and more is on our website: vec.vic.gov.au. You can hover your mouse over links to confirm they go to a vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

For more information visit vec.vic.gov.au or call us on 131 832 between 8:30 am and 5 pm, Monday to Friday.

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

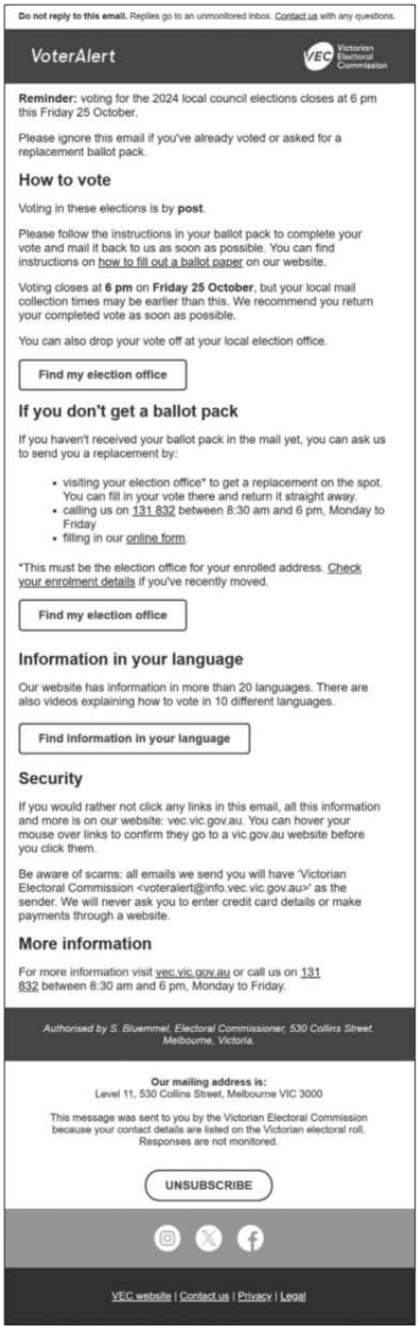
Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

UNSUBSCRIBE

VEC website | Contact us | Privacy | Legal

Last week to vote email



Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert — Victorian Electoral Commission

Reminder: voting for the 2024 local council elections closes at 6 pm this Friday 25 October.

Please ignore this email if you've already voted or asked for a replacement ballot pack.

How to vote

Voting in these elections is by **post**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible. You can find instructions on how to fill out a ballot paper on our website.

Voting closes at **6 pm** on **Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

Find my election office

If you don't get a ballot pack

If you haven't received your ballot pack in the mail yet, you can ask us to send you a replacement by:

- visiting your election office* to get a replacement on the spot. You can fill in your vote there and return it straight away.
- calling us on 131 832 between 8:30 am and 6 pm, Monday to Friday
- filling in our online form.

*This must be the election office for your enrolled address. Check your enrolment details if you've recently moved.

Find my election office

Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

Find information in your language

Security

If you would rather not click any links in this email, all this information and more is on our website: vec.vic.gov.au. You can hover your mouse over links to confirm they go to a vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

For more information visit vec.vic.gov.au or call us on 131 832 between 8:30 am and 6 pm, Monday to Friday.

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

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Appendix 5: Voter engagement program and initiatives

Program	Program details
Be Heard Democracy Ambassador program	This program provides free peer-led electoral education and information sessions to those under-represented in the electoral process. This includes people with disability and their carers, culturally and linguistically diverse (CALD) communities, people experiencing homelessness and young people. A total of 238 sessions were provided across the state reaching over 10,000 participants.
Specialist mobile enrolment	This program delivered peer-led enrolment sessions in prisons, homeless services, schools and tertiary education settings to reach young people and Aboriginal community settings across Melbourne and regional Victoria.
CALD in-language social media videos	This project produced a series of videos in 11 different languages including Auslan. Languages were chosen to reach language groups most in need of additional support. The videos provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms, community networks, and partner organisations.
Active Citizenship program	Electoral and civics education workshops were delivered to CALD community leaders in 3 locations across regional Victoria.
Aboriginal engagement	This program delivered information and engagement sessions across the greater Melbourne area and regional Victoria. These were designed to raise awareness that voting was compulsory and taking place via post. Culturally appropriate resources were produced to provide information on how to respond to an Apparent Failure to Vote Notice, including a video which was distributed and shared through the VEC's social media platforms and partner organisations.
Easy English guide	This was produced for people with low English proficiency and designed as a co-read product where a person supports the reader. These were distributed by Democracy Ambassadors as a key resource, and also available for download from the VEC's website.

Appendix 6: Final list of candidates in ballot paper order

The candidates, in ballot paper order, were as follows:

Bullum Bullum Ward election

ABBOUSHI, Steve

GALEVSKI, Steve

HAND-HOWDEN, Keegan

Cambrian Ward election

KHANAL, Kubir

KIANI, Aamer

HARDY, Ken

PALACKALODY, George

TURNER, Bob

Coolibah Ward election

LEVCHENKOVA, Veronika

SINGH, Gurjant

MORRIS, Brandi

MAJDLIK, Andrew

FARUQ, Md Omor

IKEH, Victor

BORG, Roderick

GREWAL, Jasmeen Kaur

HASHMI, Affan

Coolibah Ward election

UDDIN, Nasim

Hilltop Ward election

CUGLIARI, Julian

CAMILLERI, Ujjala

VERDON, John

DEEMING, Andrew

Jackwood Ward election

JONES, Melanie

VANDENBERG, Ashleigh

KESIC, Goran

SINGH, Satinder

MAKKAR, Lokesh

WALIA, Wally Harpreet Singh

PANNU, Jasmeet Singh

SINGH, Mandip

Lake Caroline Ward election

O'NEILL, Sarah

PASUPULATE, Ajay

WATTS, Mimmie Claudine

DU, Iris

MAJDLIK, Kathy

KROHN, Jake

Mount Atkinson Ward election
ZADA, Phillip
MARWAHA, Harpreet Singh
RAMPUR, Rohit Reddy
SINGH, Ranjit
HAQUE, Golam
PEARSE, Matt

Stringybark Ward election
SHARMA, Chander
KAUR, Ravinder
DE SANTIS, Nib
SHANNON, Julie
WADDELL, Stephen
NAGARAJ, Sushma

Sugar Gum Ward election
AU, Bill
CARLI, Lara
TONCIC, Daniel

Watts Ward election
WARREN, Ashleigh
RAMSEY, Sophie
TAT, Michael
BHAMBRA, Kulwant Singh
PRICE, Merrick

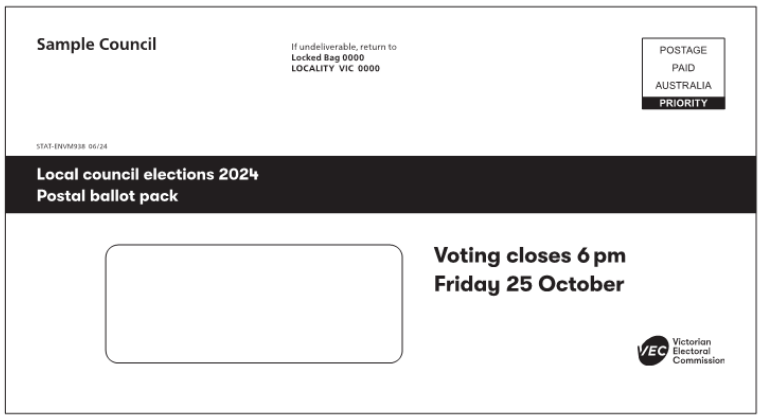
Watts Ward election
FASULO, Vincent
WATT, Graham
ROZARIO, George D.
CARUANA, Ted

Appendix 6.1: Candidate statements and photographs

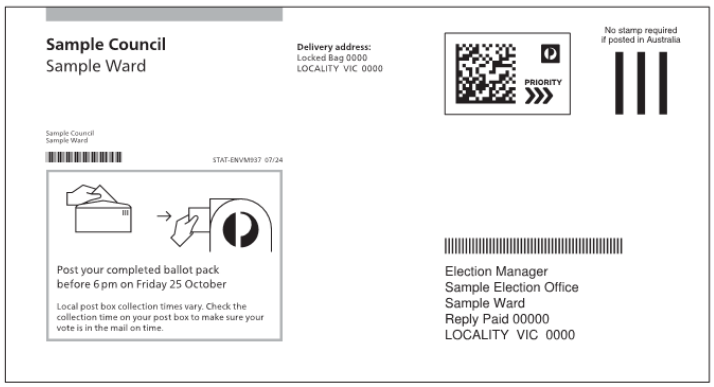
Melton City Council election	Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
Bullum Bullum Ward	3	3	3
Cambrian Ward	5	5	5
Coolibah Ward	10	10	10
Hilltop Ward	4	4	4
Jackwood Ward	8	8	8
Lake Caroline Ward	6	6	6
Mount Atkinson Ward	6	6	6
Stringybark Ward	6	6	6
Sugar Gum Ward	3	3	3
Watts Ward	9	9	9

Appendix 6.2: Sample ballot material

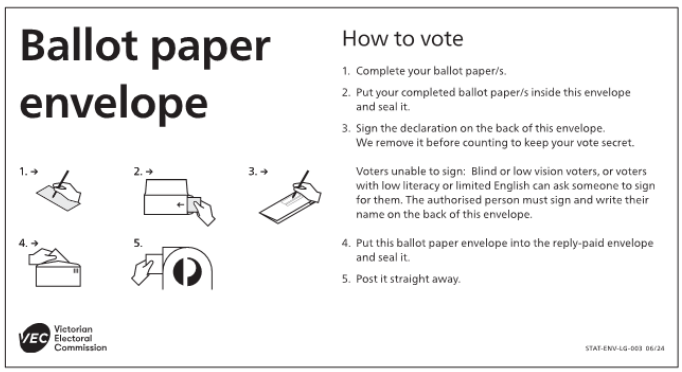
Outer envelope



Reply-paid envelope



Ballot paper envelope



Candidate leaflet

Voting closes
6 pm Friday
25 October 2024

All voting in this election is by post.

Post your vote before voting closes.
We cannot accept late votes.

Local post box collection times vary. Check the collection time on your post box to make sure your vote is in the mail on time.

You can also drop your vote off during business hours to:

Address line 1
Address line 2
Address line 3

For more information, visit vec.vic.gov.au or call 131 832 during business hours.

Voting is compulsory

You are enrolled to vote in this election.

Voting is your right. By voting, you get to have a say in who represents you on your local council.

Voting is also a responsibility. If you don't vote, you may get a fine.

If your enrolment details have changed, it is your responsibility to update them. Visit vec.vic.gov.au/update for more information.

Sample Council
Sample Ward

Candidate leaflet

Sample Council election 2024
Sample Ward

Sample Ward



Notice

The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the election manager. Candidate statements are also available at vec.vic.gov.au

Candidates may also provide answers to a questionnaire. Responses are available at vec.vic.gov.au

Victorian Electoral Commission

How to vote multi-language leaflet
If applicable

How to vote leaflet

Interpreter

Language support

Visit vec.vic.gov.au/languages for more information in your language.

For interpreter assistance, call us. See the phone numbers on the next page.

STAT-LEAMUL01 07/24

Victorian Electoral Commission

Ballot paper

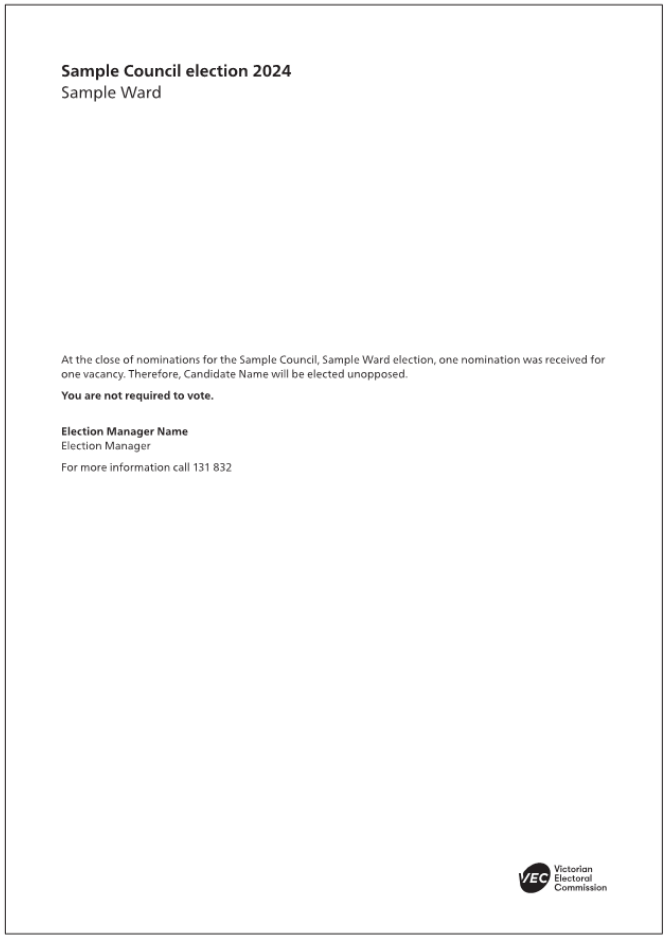
Sample Council
Sample Ward

Election of 1 Councillor

Number the boxes **1** to **4** in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

- ☐ **CANDIDATE, Name**
- ☐ **CANDIDATE, Name**
- ☐ **CANDIDATE, Name**
- ☐ **CANDIDATE, Name**

Appendix 6.3: Sample uncontested ward leaflet



Sample Council election 2024
Sample Ward

At the close of nominations for the Sample Council, Sample Ward election, one nomination was received for one vacancy. Therefore, Candidate Name will be elected unopposed.

You are not required to vote.

Election Manager Name
Election Manager

For more information call 131 832

Victorian Electoral Commission

Appendix 7: Daily breakdown of the general mail out

Melton City Council election	7 October 2024	8 October 2024	9 October 2024	10 October 2024	Total general mail out
Melton City Council	42,715	42,715	20,103	20,099	125,632
Bullum Bullum Ward	4,393	4,393	2,067	2,067	12,920
Cambrian Ward	4,337	4,337	2,041	2,041	12,756
Coolibah Ward	3,832	3,832	1,804	1,804	11,272
Hilltop Ward	3,993	3,993	1,879	1,878	11,743
Jackwood Ward	4,817	4,817	2,268	2,267	14,169
Lake Caroline Ward	4,670	4,670	2,198	2,197	13,735
Mount Atkinson Ward	3,892	3,892	1,831	1,831	11,446
Stringybark Ward	4,114	4,114	1,936	1,936	12,100
Sugar Gum Ward	4,641	4,641	2,184	2,183	13,649
Watts Ward	4,026	4,026	1,895	1,895	11,842

Appendix 8: Result information

Bullum Bullum Ward count summary		
Enrolment	12,921	
Formal votes	10,580	
Informal votes	319 (2.93% of the total votes)	
Voter turnout	10,899 (84.35% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
ABBOUSHI, Steve	5,666	53.55%
GALEVSKI, Steve	1,298	12.27%
HAND-HOWDEN, Keegan	3,616	34.18%
Successful candidates		
ABBOUSHI, Steve		

Cambrian Ward count summary		
Enrolment	12,756	
Formal votes	9,707	
Informal votes	351 (3.49% of the total votes)	
Voter turnout	10,058 (78.85% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
KHANAL, Kubir	522	5.38%
KIANI, Aamer	929	9.57%
HARDY, Ken	2,887	29.74%
PALACKALODY, George	447	4.60%
TURNER, Bob	4922	50.71%
Successful candidates		
TURNER, Bob		

Coolibah Ward count summary		
Enrolment	11,272	
Formal votes	8,238	
Informal votes	513 (5.86% of the total votes)	
Voter turnout	8,751 (77.63% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
LEVCHENKOVA, Veronika	1,350	16.39%
SINGH, Gurjant	228	2.77%
MORRIS, Brandi	1,678	20.37%
MAJDLIK, Andrew	366	4.44%
FARUQ, Md Omor	1,014	12.31%
IKEH, Victor	249	3.02%
BORG, Roderick	1,900	23.06%
GREWAL, Jasmeen Kaur	768	9.32%
HASHMI, Affan	124	1.51%
UDDIN, Nasim	561	6.81%
Successful candidates		
MORRIS, Brandi		

Hilltop Ward count summary		
Enrolment	11,744	
Formal votes	9,626	
Informal votes	300 (3.02% of the total votes)	
Voter turnout	9,926 (84.52% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
CUGLIARI, Julian	1,176	12.22%
CAMILLERI, Ujjala	2,011	20.89%
VERDON, John	3,017	31.34%
DEEMING, Andrew	3,422	35.55%

Hilltop Ward count summary
Successful candidates
VERDON, John

Jackwood Ward count summary		
Enrolment	14,162	
Formal votes	11,380	
Informal votes	358 (3.05% of the total votes)	
Voter turnout	11,738 (82.88% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
JONES, Melanie	1507	13.24%
VANDENBERG, Ashleigh	4,399	38.66%
KESIC, Goran	2757	24.23%
SINGH, Satinder	419	3.68%
MAKKAR, Lokesh	477	4.19%
WALIA, Wally Harpreet Singh	331	2.91%
PANNU, Jasmeet Singh	688	6.05%
SINGH, Mandip	802	7.05%
Successful candidates		
VANDENBERG, Ashleigh		

Lake Caroline Ward count summary		
Enrolment	13,735	
Formal votes	11,083	
Informal votes	353 (3.09% of the total votes)	
Voter turnout	11,436 (83.26% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
O'NEILL, Sarah	2,018	18.21%

Lake Caroline Ward count summary		
PASUPULATE, Ajay	738	6.66%
WATTS, Mimmie Claudine	1,195	10.78%
DU, Iris	2,009	18.13%
MAJDLIK, Kathy	4,110	37.08%
KROHN, Jake	1,013	9.14%
Successful candidates		
MAJDLIK, Kathy		

Mount Atkinson Ward count summary		
Enrolment	11,438	
Formal votes	8,620	
Informal votes	331 (3.70% of the total votes)	
Voter turnout	8,951 (78.26% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
ZADA, Phillip	3,458	40.12%
MARWAHA, Harpreet Singh	947	10.99%
RAMPUR, Rohit Reddy	406	4.71%
SINGH, Ranjit	946	10.97%
HAQUE, Golam	573	6.65%
PEARSE, Matt	2,290	26.57%
Successful candidates		
ZADA, Phillip		

Stringybark Ward count summary	
Enrolment	12,099
Formal votes	9,027
Informal votes	422 (4.47% of the total votes)

Stringybark Ward count summary		
Voter turnout	9,449 (78.10% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
SHARMA, Chander	1,265	14.01%
KAUR, Ravinder	712	7.89%
DE SANTIS, Nib	1,187	13.15%
SHANNON, Julie	3,970	43.98%
WADDELL, Stephen	1,553	17.20%
NAGARAJ, Sushma	340	3.77%
Successful candidates		
SHANNON, Julie		

Sugar Gum Ward count summary		
Enrolment	13,649	
Formal votes	11,142	
Informal votes	392 (3.40% of the total votes)	
Voter turnout	11,534 (84.50% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
AU, Bill	2,254	20.23%
CARLI, Lara	6,373	57.20%
TONCIC, Daniel	2,515	22.57%
Successful candidates		
CARLI, Lara		

Watts Ward count summary	
Enrolment	11,843
Formal votes	8,445
Informal votes	470 (5.27% of the total votes)

Watts Ward count summary		
Voter turnout	8,915 (75.28% of the total enrolment)	
Candidates (in ballot paper order)	**First preference votes**	**Percentage**
WARREN, Ashleigh	1,684	19.94%
RAMSEY, Sophie	2,524	29.89%
TAT, Michael	452	5.35%
BHAMBRA, Kulwant Singh	244	2.89%
PRICE, Merrick	304	3.60%
FASULO, Vincent	157	1.86%
WATT, Graham	1,990	23.56%
ROZARIO, George D.	458	5.42%
CARUANA, Ted	632	7.48%
Successful candidates		
RAMSEY, Sophie		

Appendix 9: Election participation statistics

Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

Melton City Council election participation	2020	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	88.79%	84.88%	86.64%
20–24	83.44%	78.83%	80.02%
25–29	78.77%	74.47%	74.09%
30–34	80.31%	75.26%	73.31%
35–39	82.90%	79.11%	76.18%
40–44	83.71%	82.60%	78.99%
45–49	84.90%	84.04%	81.92%
50–54	85.14%	85.41%	84.69%
55–59	87.05%	86.99%	87.46%
60–64	88.53%	87.89%	89.16%
65–69	90.01%	90.07%	90.41%
70+	88.54%	87.82%	88.77%
Voters enrolled through section 241 of the LG Act	85.34%	82.66%	86.27%
Voters enrolled through sections 243–245 of the LG Act	52.02%	85.28%	60.96%
Total voters enrolled	83.39%	82.67%	84.12%

Bullum Bullum Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	91.53%	86.64%
20–24	87.53%	80.02%
25–29	81.22%	74.09%
30–34	80.26%	73.31%
35–39	80.35%	76.18%
40–44	81.79%	78.99%
45–49	87.37%	81.92%
50–54	88.14%	84.69%
55–59	89.95%	87.46%
60–64	91.08%	89.16%
65–69	90.99%	90.41%
70+	86.76%	88.77%
Voters enrolled through section 241 of the LG Act	86.07%	86.27%
Voters enrolled through sections 243–245 of the LG Act	87.18%	60.96%
Total voters enrolled	86.08%	84.12%

Cambrian Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	84.29%	86.64%
20–24	76.34%	80.02%
25–29	72.08%	74.09%
30–34	69.54%	73.31%
35–39	73.87%	76.18%
40–44	80.12%	78.99%
45–49	80.60%	81.92%
50–54	83.41%	84.69%
55–59	86.42%	87.46%
60–64	87.93%	89.16%
65–69	90.91%	90.41%
70+	88.30%	88.77%
Voters enrolled through section 241 of the LG Act	80.65%	86.27%
Voters enrolled through sections 243–245 of the LG Act	84.00%	60.96%
Total voters enrolled	80.66%	84.12%

Coolibah Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	80.79%	86.64%
20–24	71.46%	80.02%
25–29	65.35%	74.09%
30–34	70.66%	73.31%
35–39	79.35%	76.18%
40–44	82.15%	78.99%
45–49	82.80%	81.92%
50–54	84.53%	84.69%
55–59	84.52%	87.46%
60–64	87.52%	89.16%
65–69	91.14%	90.41%
70+	86.16%	88.77%
Voters enrolled through section 241 of the LG Act	79.18%	86.27%
Voters enrolled through sections 243–245 of the LG Act	82.91%	60.96%
Total voters enrolled	79.21%	84.12%

Hilltop Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	88.37%	86.64%
20–24	86.47%	80.02%
25–29	82.79%	74.09%
30–34	79.60%	73.31%
35–39	82.29%	76.18%
40–44	86.70%	78.99%
45–49	87.23%	81.92%
50–54	86.56%	84.69%
55–59	90.80%	87.46%
60–64	89.85%	89.16%
65–69	92.66%	90.41%
70+	87.62%	88.77%
Voters enrolled through section 241 of the LG Act	86.16%	86.27%
Voters enrolled through sections 243–245 of the LG Act	90.63%	60.96%
Total voters enrolled	86.17%	84.12%

Jackwood Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	84.09%	86.64%
20–24	79.38%	80.02%
25–29	77.23%	74.09%
30–34	82.90%	73.31%
35–39	84.64%	76.18%
40–44	87.52%	78.99%
45–49	87.47%	81.92%
50–54	87.65%	84.69%
55–59	87.93%	87.46%
60–64	87.69%	89.16%
65–69	91.87%	90.41%
70+	91.30%	88.77%
Voters enrolled through section 241 of the LG Act	84.94%	86.27%
Voters enrolled through sections 243–245 of the LG Act	86.78%	60.96%
Total voters enrolled	84.96%	84.12%

Lake Caroline Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	89.50%	86.64%
20–24	85.72%	80.02%
25–29	80.68%	74.09%
30–34	75.37%	73.31%
35–39	80.63%	76.18%
40–44	84.30%	78.99%
45–49	86.15%	81.92%
50–54	87.91%	84.69%
55–59	88.66%	87.46%
60–64	89.12%	89.16%
65–69	90.05%	90.41%
70+	89.67%	88.77%
Voters enrolled through section 241 of the LG Act	85.24%	86.27%
Voters enrolled through sections 243–245 of the LG Act	87.10%	60.96%
Total voters enrolled	85.24%	84.12%

Mount Atkinson Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	80.12%	86.64%
20–24	69.82%	80.02%
25–29	69.87%	74.09%
30–34	75.38%	73.31%
35–39	83.19%	76.18%
40–44	83.59%	78.99%
45–49	84.53%	81.92%
50–54	84.18%	84.69%
55–59	82.85%	87.46%
60–64	83.93%	89.16%
65–69	85.09%	90.41%
70+	85.85%	88.77%
Voters enrolled through section 241 of the LG Act	79.52%	86.27%
Voters enrolled through sections 243–245 of the LG Act	84.29%	60.96%
Total voters enrolled	79.60%	84.12%

Stringybark Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	79.93%	86.64%
20–24	73.72%	80.02%
25–29	68.99%	74.09%
30–34	72.03%	73.31%
35–39	75.80%	76.18%
40–44	82.12%	78.99%
45–49	79.11%	81.92%
50–54	84.70%	84.69%
55–59	85.12%	87.46%
60–64	87.20%	89.16%
65–69	89.71%	90.41%
70+	88.22%	88.77%
Voters enrolled through section 241 of the LG Act	79.58%	86.27%
Voters enrolled through sections 243–245 of the LG Act	74.55%	60.96%
Total voters enrolled	79.56%	84.12%

Sugar Gum Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	90.66%	86.64%
20–24	86.55%	80.02%
25–29	83.32%	74.09%
30–34	79.19%	73.31%
35–39	79.61%	76.18%
40–44	83.69%	78.99%
45–49	88.51%	81.92%
50–54	89.46%	84.69%
55–59	90.17%	87.46%
60–64	91.55%	89.16%
65–69	89.47%	90.41%
70+	87.76%	88.77%
Voters enrolled through section 241 of the LG Act	86.36%	86.27%
Voters enrolled through sections 243–245 of the LG Act	92.31%	60.96%
Total voters enrolled	86.37%	84.12%

Watts Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	79.56%	86.64%
20–24	71.32%	80.02%
25–29	63.14%	74.09%
30–34	67.64%	73.31%
35–39	71.37%	76.18%
40–44	74.00%	78.99%
45–49	76.59%	81.92%
50–54	77.52%	84.69%
55–59	83.50%	87.46%
60–64	83.01%	89.16%
65–69	88.77%	90.41%
70+	86.52%	88.77%
Voters enrolled through section 241 of the LG Act	77.06%	86.27%
Voters enrolled through sections 243–245 of the LG Act	90.91%	60.96%
Total voters enrolled	77.13%	84.12%

Appendix 10: Complaints

Written complaints received by the VEC

Where an outcome is a follow-up response, the customer may have replied to the VEC's response and the VEC has therefore replied to that follow-up email.

Where an outcome has no action taken, this could be an anonymous submission that doesn't contain feedback and therefore can't be passed on to another team.

Date	Nature of complaint	Action taken by the VEC
Wednesday 21 August 2024	LGI Complaint - Candidate eligibility	Referred to LGI
Thursday 22 August 2024	LGI Complaint - Candidate eligibility	Referred to LGI
Thursday 22 August 2024	LGI Complaint - Candidate eligibility	Referred to LGI
Wednesday 28 August 2024	LGI Complaint - Candidate eligibility	Referred to LGI
Wednesday 11 September 2024	VEC Complaint - Outside VEC remit	Response provided
Wednesday 18 September 2024	VEC Complaint - Nomination instance; Conduct of staff member	Response provided
Monday 23 September 2024	VEC Complaint - Location of signs	Response provided
Monday 30 September 2024	VEC Complaint - Location of signs; Conduct of candidate away from election office; Source of personal or contact information	Response provided
Wednesday 2 October 2024	LGI Complaint - Conduct of candidate away from election office	Referred to LGI
Thursday 3 October 2024	LGI Complaint - Misleading and deceptive material	Referred to LGI
Wednesday 9 October 2024	VEC Complaint - Ballot paper format or design	Feedback recorded
Wednesday 9 October 2024	VEC Complaint - Quantity/frequency of advertising	No action
Friday 11 October 2024	VEC Complaint - Postal vote identity theft; Conduct of candidate away from election office	Response provided
Sunday 13 October 2024	VEC Complaint - Postal voting process	Response provided
Monday 14 October 2024	VEC Complaint - Conduct of candidate away from election office	Response provided

Date	Nature of complaint	Action taken by the VEC
Monday 14 October 2024	VEC Complaint - Electoral integrity; Postal voting process	Response provided
Monday 14 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Tuesday 15 October 2024	VEC Complaint - Conduct of candidate away from election office; Third party privacy breach	Referred to Electoral Integrity and Regulation
Wednesday 16 October 2024	VEC Complaint - Postal vote identity theft	Follow-up response provided
Wednesday 16 October 2024	VEC Complaint - Overseas and interstate voting; Enrolment entitlements	No action
Wednesday 16 October 2024	VEC Complaint - Overseas and interstate voting; Enrolment entitlements	No action
Wednesday 16 October 2024	VEC Complaint - Overseas and interstate voting; Enrolment entitlements	Response provided
Wednesday 16 October 2024	LGI Complaint - Defamatory material	Referred to LGI
Wednesday 16 October 2024	LGI Complaint - Postal material from candidates or parties	Referred to LGI
Friday 18 October 2024	VEC Complaint - Checking enrolment	Response provided
Friday 18 October 2024	VEC Complaint - Removal from roll	Referred to Enrolment
Saturday 19 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Saturday 19 October 2024	VEC Complaint - Website malfunctions; Webforms	Response provided
Monday 21 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Monday 21 October 2024	VEC Complaint - Location of signs	No action
Tuesday 22 October 2024	VEC Complaint - Misleading and deceptive material	No action
Tuesday 22 October 2024	VEC Complaint - Misleading and deceptive material	No action
Tuesday 22 October 2024	VEC Complaint - Misleading and deceptive material	Response provided
Tuesday 22 October 2024	VEC Complaint - VEC comms other channels; Postal voting process	No action

Date	Nature of complaint	Action taken by the VEC
Tuesday 22 October 2024	VEC Complaint - VEC comms other channels; Postal voting process	Response provided
Wednesday 23 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Wednesday 23 October 2024	VEC Complaint - Postal voting process	Response provided
Thursday 24 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Friday 25 October 2024	VEC Complaint - Postal vote not received by election; Failed to vote	Response provided
Friday 25 October 2024	VEC Complaint - Facilities for public at voting centre	Response provided
Saturday 26 October 2024	VEC Complaint - Failed to vote	No action
Saturday 26 October 2024	VEC Complaint - Failed to vote; Checking enrolment	Response provided
Sunday 27 October 2024	VEC Complaint - Information about candidates	No action
Monday 28 October 2024	VEC Complaint - Postal vote not received by election	Response provided

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(Victorian Electoral Commission)
April 2025

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12.2 COUNCIL AND WELLBEING PLAN 2021-2025, ANNUAL ACTION PLAN 2024/25, THIRD QUARTER PROGRESS REPORT

Author: Bob Baker - Corporate Planning and Performance Coordinator
Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To provide the third quarter update on the progressive achievement of the Council and Wellbeing Plan 2021-2025, Annual Action Plan 2024/25 Third Quarter Progress Report.

RECOMMENDATION:

That Council receive and note the Council and Wellbeing Plan 2021-2025, Annual Action Plan 2024/25 Third Quarter Progress Report (1 July 2024 – 31 March 2025) as presented at **Appendix 1.**

REPORT

1. Executive Summary

The Melton City Council and Wellbeing Plan 2021-2025 is prepared in accordance with the Local Government Act 2020. The Plan is reviewed on an annual basis to adapt to the evolving needs of our growing community.

Each year, Council produces an Annual Action Plan identifying the Council Annual Action Plan (CAAP) actions that Council will work towards achieving, which respond to the strategic outcomes and strategies identified in the Council and Wellbeing Plan 2021-2025 and Annual Budget.

The progressive achievement of the Melton City Council: Annual Action Plan is reported at the conclusion of each quarter of the fiscal year, with a final summary provided at the conclusion of each fiscal year and through the production of Council's Annual Report.

Appendix 1 provides detail on activity for the third quarter (1 July - 31 March 2025), in the progressive achievement of the Melton City Council: Annual Action Plan 2024/25.

2. Background/Issues

The Council and Wellbeing Plan is Council's primary vision and strategic planning document that establishes the direction Council has committed to for its 4-year term of office. The Council and Wellbeing Plan contains objectives, strategies, and performance indicators.

Each year Council provides a range of services, activities, and initiatives for the community. The key strategic activities and new initiatives are included in the development of an Annual Action Plan.

The Melton City Council: Annual Action Plan 2024/25 provides 43 CAAP actions to support the delivery of the Council and Wellbeing Plan 2021-2025, Council has committed to deliver.

Council provides the community with quarterly progress reports that support Council's commitment in providing transparency, through public access to relevant information, decision making and strategic documents.

Appendix 1 provides a detailed summary on the progress of each CAAP action in 2024/25, inclusive of the period from 1 July 2024 - 31 March 2025. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥.
The following table provides a summary of progress against the CAAP actions.

Status	Description	Number of actions
Completed	The Action has been completed	9
On track	At least 90% of the action target has been achieved	33
Off Track	Between 75% and 90% of the action target has been achieved	0
Monitor	Less than 75% of the action target has been achieved	0
Yet to Commence	The action is scheduled to start at a later date this year or has been deferred	1
Total Actions		**43**

One action was scheduled to commence later in this fiscal year but may have to be deferred this year. The action is:

- Develop a new workplace Gender Equality Action Plan (GEAP): Progress on this action is dependent on receiving the criteria for the new Gender Equality Action Plan (GEAP) from the Gender Equality Commissioner. At the time of reporting, the criteria had not been released.

Nine CAAP actions have been completed to the end of the third quarter and all other actions are on track and expected to be delivered by the current timeline. They are:

- Delivery of the annual Christmas decorations and activations program in key retail precincts.
- Delivered Council's major events program for 2024/25.
- Delivery of the City of Melton Short Story Competition with 170 entries from primary school students, one hundred teen entries and seventy-nine adult entries across the municipality. The Awards Night was held on 6 September at Melton Library and Learning Hub as part of the City of Melton Learning Festival, and ninety people attended.
- Delivery of the 2024 Developer Forum on 16 July at Punthill Apartments Caroline Springs with the Planning Minister, The Honourable Sonia Kilkenny, the keynote speaker.
- Finalised the detailed design documentation and completed the tender process for construction of the Cobblebank Community Services Hub.
- Research to provide a strengthened evidence base for a tertiary education offering in Cobblebank Metropolitan Activity Centre has been completed to inform a university prospectus.
- Working in partnership with local education and community service organisations to identify and respond to skills shortages leading to employment pathways.
- Implementation of a workplace People Leader development program.
- Developed and implemented a new Councillor Induction Program within legislative timeframes.

Upon Council receipt of this update, the Progress Report will be published on Council's website.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

   6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

Initiatives and activities delivered from the Melton City Council: Annual Action Plan 2024/25 are funded within the Council approved 2024/25 Budget.

5. Consultation/Public Submissions

The Council and Wellbeing 2021-2025 planning process was undertaken in response to the deliberative engagement requirements of the Local Government Act 2020. The process involved extensive consultation with stakeholders including the community, Council staff, government agencies, community organisations and private industry.

Council also initiated a Community Panel to support the development of the Plan. This process resulted in the publication of the Melton City Council and Wellbeing Plan 2021-2025. The Melton City Council: Annual Action Plan 2024/25 was prepared with internal consultation of Council staff and management.

6. Risk Analysis

Nil.

7. Options

Nil.

LIST OF APPENDICES

1. Council & Wellbeing Plan 2021-2025, Annual Action Plan 2024/25, Third Quarter Progress Report



Council & Wellbeing Plan 2021 - 2025, Annual Action Plan 2024/25 - Third Quarter Progress Report

Melton City Council

cammsstrategy

Print Date: 29-Apr-2025

OVERVIEW

ACTION SUMMARY

By Performance

43	On Track
0	Off Track
0	Monitor
0	Not Applicable



ACTION PLAN - PROGRESS REPORT

GREEN	AMBER	RED	–	Completed 9
At least 90% of action target achieved	Between 75% and 90% of action target achieved	Less than 75% of action target achieved	No target set	

1 A safe City that is socially and culturally connected

1.1 A community that celebrates diversity and is inclusive of all

1.1.1 Drive initiatives that promote gender equity.

Action Title: 1.1.1.4 Deliver the Free from Violence Program and 16 Days of Activism Awareness Campaign initiatives with local organisations to support gender equality and gender diversity.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Community Health Promotion	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Council received funding from the Family Violence Philanthropy Collaboration Project to partner locally based organisations (already delivering services) to deliver gender equity and prevention of violence initiatives as part of the local 16 Days of Activism initiatives. Five local partners were approached to submit an EOI and of the five, Girl Chat and MACE developed proposals for implementation. Council also delivered another 10 additional events to support the 16 Days of Activism.

1.1.3 Contribute to reducing inequalities among people living with disability, seniors, diverse faith and cultural groups, Aboriginal and/or Torres Strait Islander communities and LGBTIQA+ people.

Action Title: 1.1.3.11 Deliver support programs and services for people of all abilities and all ages.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Community Health Promotion	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Deliver support programs and services for people of all abilities and all ages.-Key achievements in this reporting period include: weekly Youth Offender Management Program with Victoria Police; the Next Chapter Book Club for adults with learning disabilities; delivery of community learning programs for all ages and abilities and a significant increase in the participation of Aboriginal and Torres Strait Islander people in maternal and child health engagement including up to 63% in groups above 18 months of age; delivery of the UTURN193 crime prevention funded project engaging young people in employment and education support; the youth-funded Climate Resilient Communities program is underway with five local youth-based organisations; delivery of The Space program, and sensory-friendly 'chill out' spaces have been included in events delivered by Council to the community.

1.2 A safe community where people feel proud to live.

1.2.1 Invest in initiatives that promote road and community safety.

Action Title: 1.2.1.4 Deliver final actions from the Safe City, Proud Communities Plan regarding road safety and safe driving in partnership with community and government agencies

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Community Health Promotion	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Deliver final actions from the Safe City, Proud Communities Plan in partnership with community and government agencies-The Empowering Communities program has now been completed. Delivered a Road Safety Forum in partnership with Fit 2 Drive, Community Safety Month activities at the libraries, Target Zero Action Groups. Newly established partnerships with Melton Specialist School and Changing Gears to plan for delivery of the Changing Gears safe learner driver program.

1.3 Local neighbourhoods are socially and culturally connected.

1.3.1 Provide opportunities for arts participation and appreciation.

Action Title: 1.3.1.2 Deliver art installations and workshops at Djerriwarrh Festival and Cultural Diversity Week 2025

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	80%	75.00%	GREEN

Action Progress Comments: Three arts installations delivered at Djerriwarrh Festival in November 2024.
Three arts installations were delivered at Lakeside Alive Festival in March 2025 in celebration of Harmony Week.

1.3.5 Invest in festivals and celebrations in partnership with the community and local business.

Action Title: 1.3.5.7 Deliver the annual Christmas decorations and activations program in key retail precincts

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development & Tourism	Completed	01-Nov-2024	31-Jan-2025	100%	100.00%	GREEN

Action Progress Comments: The 2024 Christmas program included a suite of decorations focussed on retail precincts where there is high visibility and community activity, along with a supporting activation and marketing program. The decorations programming includes large Christmas trees, wreaths, street banners, pole decorations and the Caroline Springs Gallery Windows. Broader retail precincts were included through a shopfront decals program. The Christmas Activation program encompassed roving Santas in Caroline Springs, Cobblebank, Melton South, Diggers Rest, Melton Town Centre, along with a 'Twilight Christmas at Hillside' activation. A Christmas map and website was created to bring together a full suite of Christmas activities for the local community to enjoy.

Action Title: 1.3.5.8 Deliver Council's major events program including Djerriwarrh Festival, Council Carols by Candlelight, Flavourfest and Lakeside Alive.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	Completed	01-Oct-2024	30-Jun-2025	100%	75.00%	GREEN

Action Progress Comments: Deliver Council's major events program including Djerriwarrh Festival, Council Carols by Candlelight, Flavourfest and Lakeside Alive. -Djerriwarrh Festival and Carols by Candlelight successfully delivered in 2024. Lakeside Alive was delivered March 2025. Flavourfest is not being held in 2025.

1.4 A City that promotes positive public health and wellbeing outcomes to our community .

1.4.3 Improve community health and wellbeing outcomes related to sexual and reproductive health and harm caused by tobacco, alcohol and drug use.

Action Title: 1.4.3.3 Deliver community initiatives to reduce harm from vaping with the VicHealth Vaping Prevention Grant.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Community Health Promotion	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Deliver community initiatives to reduce harm from vaping with the VicHealth Vaping Prevention Grant.-Research was undertaken on rates of vaping and smoking cultural groups, proficiencies in English, population sizes and youth smoking rates and the steering committee agreed to prioritise Arabic, Burmese, Chin and Karen populations for the development of culturally targeted youth vaping prevention initiatives. The project working group are currently engaging with bicultural workers to support the delivery of the education workshops, establishing a youth working group to support project delivery and developing scope for the project focus groups.

1.4.4 Raise community awareness and deliver programs to prevent family violence.

Action Title: 1.4.4.7 Deliver actions from the City of Melton Equality and Respect Implementation Plan 2023-2025 including delivery of the Baby Makes 3 new parents program.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Community Health Promotion	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: A range of actions have been delivered including: Early Years undertaking working with dads workshops; Gender Impact Assessment training sessions delivered to staff and supported by the inclusion of the GIA process into Council's Project Management Framework; the establishment of a community co-design project to understand the needs of the LGBTIQA+ community when accessing family violence support and approval of the new sport and recreation allocations policy and Fair Access action plan; the Baby Makes 3 program has been delivered in Thornhill Park, with another series planned for April; A new program, Melton City Girls Can has been established to promote women and girls' participation in local sport.

1.4.5 Support children and young people to learn, develop and reach their full potential.

Action Title: 1.4.5.2 Deliver the Early Years Library and Learning Program.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Melton City Libraries deliver a regular suite of early years literacy programs: Introduction to the library for New Parents Group in partnership with the Maternal Child Health team, Baby Bounce, Toddler Time, Pre-school Storytime and Family Tales, which is held on Saturdays to cater for working parents.
In quarter three, 80 programs were delivered to a total of 2,458 adults and 2,505 children.
Year to date, 315 programs have been delivered to a total of 8,020 adults and 8,566 children.

Action Title: 1.4.5.3 Deliver the City of Melton Short Story Competition.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	Completed	01-Jul-2024	30-Jun-2025	100%	100.00%	GREEN

Action Progress Comments: Short Story competition delivered. The program attracted 170 entries from primary school students across the municipality, 100 teen entries, and 79 adult entries. 1,185 students were engaged in the promotion of the program. The Awards Night was held on 6 September at Melton Library and Learning Hub

1.5 A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination.

1.5.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture.

Action Title: 1.5.1.3 Deliver initiatives to support community to recognise and celebrate Aboriginal and/or Torres Strait Islander history and culture including Reconciliation Week and NAIDOC Week.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Community Capacity	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Council supported the local Welcome Baby to Country event planned by a working group of local service providers on 21 Feb 2025.
Council currently planning commemoration of Sorry Day and planning Reconciliation Week event for 30 May 2025
Council is working with local Wurundjeri Elders, the Jones family, to develop activities for the Heritage Festival

2 A vibrant and healthy natural and built environment

2.1 A City with healthy waterways, biodiversity and ecosystems.

2.1.2 Ensure the maintenance and protection of waterway ecosystems.

Action Title: 2.1.2.3 Review of Passive Irrigation Treatment Guidelines.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Infrastructure Planning	In Progress	01-Jul-2024	30-Jun-2025	70%	50.00%	GREEN

Action Progress Comments: Officers are currently undertaking a review of the passive irrigation treatment guidelines.

2.1.3 Ensure biodiversity is well managed and protected, both on Council's land and on private land.

Action Title: 2.1.3.5 Engage the community on the development of a Biodiversity Strategy.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Environment & Sustainability	In Progress	01-Jul-2024	30-Jun-2025	40%	40.00%	GREEN

Action Progress Comments: Community engagement activities have commenced on the Biodiversity Strategy including the Djerriwarrh Festival and Lakeside Alive Festival. Further community consultation activities including targeted workshops and an online survey will take place in the coming months.

2.2 A City resilient to the impacts of a changing environment.

2.2.3 Support initiatives that promote cooling of the urban environment.

Action Title: 2.2.3.2 Complete the research phase of the development of a Tree Planting Strategy.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	40%	40.00%	GREEN

Action Progress Comments: The research phase of this strategy has commenced, with a review of our tree canopy cover underway.

2.3 A City growing and developing sustainably.

2.3.1 Ensure land development practices minimise environmental harm and damage.

Action Title: 2.3.1.6 Undertake an audit of open space assets to inform development of a new Open Space Plan.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	GREEN

Action Progress Comments: An audit of our open space assets within our City remains underway, with completion scheduled in June 2025.

2.4 A City that mitigates and adapts to climate change, and is environmentally aware.

2.4.2 Maximise the use of alternative water sources and reduce Council's reliance on potable water.

Action Title: 2.4.2.1 Investigate alternative water source options to reduce Council's reliance on potable water.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Environment & Sustainability	In Progress	01-Jan-2025	30-Jun-2025	25%	25.00%	GREEN

Action Progress Comments: Officers are continuing to liaise with water authorities including Greater Western Water and Melbourne Water to investigate alternative water sources within our City.

2.4.4 Reduce the amount of waste being sent to landfill.

Action Title: 2.4.4.5 Engage the community on the draft Resource Recovery & Circular Economy Strategy.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Environment & Sustainability	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	GREEN

Action Progress Comments: Community engagement activities are continuing to occur to inform Council's position moving forward.

3 A fast growing, innovative and well planned City

3.2 Health and community services accessible locally.

3.2.2 Plan and design Council facilities to accommodate health and community services.

Action Title: 3.2.2.6 Finalise the detailed design documentation and complete the tender process for construction of the Cobblebank Community Services Hub.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Project Delivery	Completed	01-Jul-2024	30-Jun-2025	100%	75.00%	GREEN

Action Progress Comments: Finalise the detailed design documentation and complete the tender process for construction of the Cobblebank Community Services Hub.-The detailed design documentation has been completed and the tender has closed with the Tender Evaluation Panel recommendation being endorsed by Council at its meeting on 24 March 2025.

Action Title: 3.2.2.7 Finalise the detailed design documentation for the Plumpton Aquatic and Leisure Centre.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Project Delivery	In Progress	01-Jul-2024	30-Jun-2025	85%	75.00%	GREEN

Action Progress Comments: The Detailed Design documentation continues to progress well with targeted workshops completed. As at March 2025 it is anticipated that Detailed Design will be completed prior to target tender release in May 2025. The Head Contractor Expression of Interest (EOI) was released in November 2024 and is currently under review.

Action Title: 3.2.2.8 Complete the design and commence construction of two seniors outdoor gyms

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	30%	30.00%	GREEN

Action Progress Comments: Complete the design and commence construction of two seniors outdoor gyms-Site investigative work has been completed, and cultural heritage assessments are underway. Council to procure equipment through the MAV panel and are preparing the landscape drawing package for quoting purposes.

3.3 A City with accessible infrastructure that meets the needs of all.

3.3.1 Ensure infrastructure and open space are designed, built and maintained to accommodate safety, growth, diverse needs and adaptability.

Action Title: 3.3.1.10 Plan and deliver infrastructure that supports increased participation in sport and active recreation.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation & Community Activation	In Progress	01-Jul-2024	30-Jun-2025	85%	75.00%	GREEN

Action Progress Comments: Commenced construction on the cricket, football and netball precinct at Bridge Road Recreation Reserve September 2024.
Construction commenced for the Macpherson Park Rugby Pavilion project with the new Rugby Pitch completed.
Delivery of major sportsground upgrade at Caroline Springs Town Centre Recreation Reserve on track with construction commenced.
Delivery of the Melton Recreation Reserve Sports Pavilion - Project completion and occupancy achieved in August 2024.
Development of an Indoor Sports Facilities Strategy Paper underway.

Action Title: 3.3.1.11 Deliver commitments in the Kindergarten Infrastructure Services Plan.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Early Childhood	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: The Plumpton Children's and Community Centre is now operational. The Weir Views Children's and Community Centre is under construction. The Deanside and Diggers Rest Children's and Community Centres are in the design phase and site investigations have commenced for the Rockbank East Children's and Community Centre.

3.3.3 Advocate to and work with the State Government for the timely delivery of State infrastructure to service the City.

Action Title: 3.3.3.4 Advocate to and work with State and Federal Governments for the timely delivery of infrastructure to meet the needs of our growing community.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy & Government Relations	In Progress	01-Jul-2024	30-Jun-2025	80%	75.00%	GREEN

Action Progress Comments: State and Federal Budget submissions have been sent to all local members of parliament and respective State and Federal Members. Meetings with the Mayor and Local Members of parliament have occurred.
A federal election campaign commenced with a focus on roads and the Melton Rail Electrification, supported by targeted media coverage and meetings with election candidates.
A prospectus for a university in Cobblebank was also developed and will be supported by sector engagement.
Council has also supported advocacy campaigns for regional groups National Growth Areas Alliance, LeadWest, MAV and the Outer Metropolitan Councils.
Council received great outcomes to date in this election with $1 billion in funding for the Western Highway and $300 Million for funding of the Calder Park Interchange.

Action Title: 3.3.3.5 Engage with our community on the development of a BMX and Skate Strategy.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	40%	40.00%	GREEN

Action Progress Comments: Community engagement activities will commence in May, with an online survey developed to support consultation activities.

3.4 An integrated transport network that enables people to move around.

3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of our community.

Action Title: 3.4.3.3 Review and update Council's Road Management Plan.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Engineering & Asset Services	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: The review of the Road Management Plan (RMP) has been completed by Council officers, noting the revised Draft RMP will be presented to Council for consideration in the fourth Quarter 2024/25.

4 A City that promotes greater education and employment

4.1 A strong local economy that attracts business growth and encourages new investment.

4.1.1 Invest in programs that support local business to start, grow, connect and thrive.

Action Title: 4.1.1.5 Deliver a range of networking, support and capacity building programs through the Venture Melton Business Network.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development & Tourism	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: There are a range of Venture Melton Business Network activities that have taken place, including four Ready Set Connect Networking meetings and four workshops which focused on Marketing, Digital Accessibility, Neurodiversity and the Australian Made campaign.

4.1.2 Support initiatives that create opportunities for new business, jobs and investment in the City.

Action Title: 4.1.2.6 Deliver the 2024 Developer Forum

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	Completed	01-Jul-2024	30-Jun-2025	100%	100.00%	GREEN

Action Progress Comments: The Developer Forum was held on Tuesday 16 July 2024 at Punthill Apartments Caroline Springs with the Planning Minister, the Honourable Sonia Kilkenny, in attendance as the keynote speaker. The event was attended by more than 50 industry stakeholders and provided networking opportunities and insights into maintaining ongoing engagement.

4.2 A City with a variety of education facilities accessible locally.

4.2.3 Advocate for the delivery of TAFE and tertiary education facilities and opportunities in the City.

Action Title: 4.2.3.3 Undertake research to provide a strengthened evidence base for a tertiary education offering in Cobblebank Metropolitan Activity Centre.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy & Government Relations	Completed	01-Jul-2024	30-Oct-2024	100%	100.00%	GREEN

Action Progress Comments: The university research demonstrated a future demand for a university campus in Cobblebank. This research is being used to inform a university prospectus that will be presented to key State and Federal decision makers to build the case for capital funding for a campus. This will also inform part of the 2025 Federal Election campaign.

4.2.4 Support local pathways between education, training and employment.

Action Title: 4.2.4.4 Advocate and provide support services that strengthen employment pathways for young people.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Child, Family & Youth	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Officers continue to meet with a range of employers, schools and service providers to discuss ways to support education, employment. Programs delivered include:
- Planning commenced for 2025 Careers Expo.
- Delivered Employability Workshops- White Card (2 sessions), and Introduction to coffee making. Workshops attended by 63 young people.
- Delivered introduction to Event Management workshops to 14 young people.
- Implemented referrals to Future Connect Youthgrounds, WCIG employment (disability services), Youth Projects Transition to Work program and Disability Employment Support programs, MEGT and Genu for school leavers and Youth Employment Supports (SLES) program.
- Delivered Barbering Workshop for 45 young people.
- Western Bulldogs Leadership Program Graduation provided 10 graduates.
- Freeza Events: Make your Move / DJ Festival- Strengthened pathways to music industry (80 young people).

All employability workshops are listed on Council's Learning Directory and advertised through Council website. Local Schools also receive a copy of YC's newsletters which promote these workshops.

Action Title: 4.2.4.5 Support local organisations to advocate and promote local employment opportunities.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development & Tourism	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Melton Jobs Hub is an online portal which promotes local job opportunities for job seekers within the community. During the Q1-Q3 24/25 period over 3500 jobs were advertised, and we welcomed 557 new jobseekers and 7 new employers to the platform.

4.3 A City with a diversity of local job opportunities with an increasing number of residents locally employed.

4.3.3 Partner with community organisations and the employment and education sectors to identify skill shortages and advocate for employment pathways.

Action Title: 4.3.3.1 Work with Victoria University through Council's Memorandum of Understanding to provide spaces and resources to support the delivery of accredited and job-ready learning programs at Council libraries.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Victoria University (VU) ran 42 classes of Certificate III in Early Childhood Education out of the Melton Library & Learning Hub (MLLH) for locally enrolled students in the January to March 2025 period.
Council partnered with VU and Djerriwarrh Community Education and Services (DCES) to successfully apply for funding from the Federal Government to establish the Melton Suburban Study Hub at the MLLH. The total amount of the Grant is $1,536,690 (GST exclusive) over 3 years. The Melton Suburban Study Hub will be located in the existing tenants' space at Melton Library.
DCES is the recipient of the grant and the project lead and will employ a manager to ensure the Hub meets the project objectives to support tertiary enrolled students from the City of Melton with study spaces, academic skills, pastoral care and administrative and wellbeing support. DCES will lease the space from Council.

Action Title: 4.3.3.2 Work in partnership with local education and community service organisations to identify and respond to skills shortages leading to employment pathways.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Community Participation & Connection	Completed	01-Jul-2024	30-Jun-2025	100%	75.00%	GREEN

Action Progress Comments: Officers met with Future Connect to discuss commencing structured workplace learning opportunities for young people in Council's Cafe spaces to upskill young people with hospitality skills. The Youth Grounds café operated for the full 2024 year and is in plans to continue to work in 2025, and 8 local young people were hired to run the cafe where they learnt barista and hospitality skills.
The Community Grocer weekly market has been established at the Kurunjang Community Hub supporting the Melton Food Systems working group and is partnering with the Aintree Gardening Group who provide weekly produce for low-cost sale at the market each week. The market will run onsite at Kurunjang for the next 2 years providing local Kurunjang residents jobs at the market with a young local woman being the market team leader.
A program supporting 30 CALD community members to obtain accredited qualifications for the warehousing, logistics and the construction industry will commence has commenced due to the team's successful application for the 2025 Melbourne Airport Grant allowing White Card certification for local residents from CALD backgrounds. This program offering is being led by the Hillside Community Centre.

4.4 Lifelong learning opportunities that bring local communities together.

4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning.

Action Title: 4.4.1.4 Extend library outreach services with the implementation of a Mobile Library Service with support from the Living Libraries Infrastructure Funding Program.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	70%	70.00%	GREEN

Action Progress Comments: Melton City Council received a grant from the Living Libraries Infrastructure program to help fund a Mobile Library Van. Work is underway on fitting out the mobile library van. The project is on track for completion by the end of the financial year.

5 A community that is actively engaged in the City

5.1 Deliberative engagement and communication with the community informs planning and decision making.

5.1.1 Position the organisation to deliver robust deliberative engagement.

Action Title: 5.1.1.4 Implement the deliberative engagement program to inform the development of the next Council Plan, Financial Plan and Asset Plan, including a review of the Community Vision.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Customer Experience	In Progress	01-Nov-2024	30-Jun-2025	90%	75.00%	GREEN

Action Progress Comments: The main component of the deliberative engagement for the Community Vision and supporting strategic documents has now been completed, with outcomes from this process being considered by Councillors and the organisation. The Community Vision and supporting strategic document are expected to be adopted by Council in June/July following a final round of community consultation on the draft documents.

5.2 A range of platforms, including digital, that cater for accessible community engagement and consultation.

5.2.3 Provide opportunities for meaningful community engagement, especially with diverse faith and cultural groups.

Action Title: 5.2.3.2 Utilise deliberative engagement to co-design the redevelopment of Council's Customer Service Charter.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Customer Experience	In Progress	02-Jan-2025	30-Jun-2025	30%	25.00%	GREEN

Action Progress Comments: Project plan currently being finalised with deliberative engagement to co-design the customer service charter. The deliberative engagement is expected to be completed by 30 June 2025.

6 A high performing organisation that demonstrates civic leadership and organisational excellence

6.1 An organisation that demonstrates excellence in customer and community service.

6.1.1 Provide high quality, consistent and responsive customer service throughout all areas of Council.

Action Title: 6.1.1.10 Develop a Customer Experience Strategy that focuses on enhancing end-to-end customer journey expectations and fosters a customer-centric organisation.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Customer Experience	In Progress	01-Jul-2024	15-Dec-2025	50%	50.00%	GREEN

Action Progress Comments: Foundational work for the development of the Customer Experience Strategy has been completed, including completion of a Customer Experience Maturity Assessment and Benchmarking Survey. Strategy document is currently being drafted, with stakeholder engagement commencing shortly and the strategy roadmap is planned to go to a Council Briefing in June 2025.

Action Title: 6.1.1.11 Implement workplace People Leader development program.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
People & Customer	Completed	01-Jul-2024	30-Jun-2025	100%	100.00%	GREEN

Action Progress Comments: A workplace People Leader Development Program has been implemented, including three People Leader Forums held to date and regular Senior Leadership Team (Executives and Managers) Sessions. Council has also implemented the Juno Adaptive Leaders Program for up and coming leaders.

6.2 An adaptive, innovative and creative organisation.

6.2.2 Invest in new and emerging technology that supports innovation.

Action Title: 6.2.2.3 Continue implementation of an enhanced Wi-Fi solution across community sites, ensuring that the community can access reliable and secure internet services seamlessly.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Information	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: An enhanced Wi-Fi solution is being implemented at three Council sites: Melton Youth Facility, Timbertop Children's and Community Centre and Fraser Rise Children's & Community Centre. It is expected that the planned completion date of 30 June 2025 will be met.

Action Title: 6.2.2.4 Enhance cyber security measures to safeguard community information and Council data from potential threats and cyber-attacks.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Information	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: Council has initiated several key projects aimed at strengthening cyber security measures to better protect sensitive council data from potential threats. These initiatives include the implementation of advanced security protocols, enhanced monitoring systems, and employee training programs to ensure that all staff are equipped to recognise and respond to security risks. These projects are progressing as planned.

6.3 An organisation that demonstrates excellence in civic leadership and governance.

6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance.

Action Title: 6.3.1.6 Develop and implement a centralised external grants function that maximises and streamlines opportunities to secure investment for Council services, programs and infrastructure delivery.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	In Progress	01-Jul-2024	30-Jun-2025	60%	50.00%	GREEN

Action Progress Comments: The centralised grants function has been developed and the recruitment of dedicated resources is underway and will be completed by the end of April 2025.

6.3.4 Invest in professional development opportunities for Councillors relevant to their civic responsibilities.

Action Title: 6.3.4.3 Develop and implement new Councillor Induction Program within legislative timeframes.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	Completed	01-Jul-2024	30-Jun-2025	100%	75.00%	GREEN

Action Progress Comments: All Councillors have completed the required Councillor Induction Program within legislative timeframes.

6.3.5 Advocate to, and partner with all levels of government, community organisations and the private sector.

Action Title: 6.3.5.3 Implement a targeted advocacy engagement program with State and Federal Departments to strengthen strategic partnerships and investment planning.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy & Government Relations	In Progress	01-Jul-2024	30-Jun-2025	75%	75.00%	GREEN

Action Progress Comments: A federal election campaign commenced implementation with the objective to secure commitments for a roads package for the City of Melton, with a focus on the Western Highway, electrification of the Melton train line and a university campus for Cobblebank.
This is supported with the State and Federal Budget submissions that were developed and submitted this quarter.
A targeted stakeholder and government relations engagement plan will be developed in quarter four.
The Melton University Study Hub to be located at Melton Library, fully funded by the Federal Government and delivered by Djerriwarrh Community and Education Services was officially launched. Council was successful in achieving $2.1 million in funding through the Federal Government's Active Transport Fund for two projects that will deliver improved cycling and pedestrian paths along Westwood Drive and Caroline Springs Boulevard.
Applications were submitted for the Growth Areas Contribution Funding for Plumpton Aquatic Centre and Shogaki Drive and Growing Suburbs Funding for Deanside Community Centre and Thornhill Park Active Open Space. Applications were also submitted under the State Government's Local Sporting Infrastructure Fund for MacPherson Park Baseball Batting Cage, and for lighting upgrades at Aintree Recreation Reserve and Diggers Rest Reserve Tennis and Netball courts.
Council also received $250,000 from the State Government from the Council Flood Support Fund.
Council has also been developing a prospectus for a new university with evidence base for investment. A strategy for engagement has been finalised to share this prospectus with universities and industries.

6.4 An organisation that celebrates diversity and inclusion.

6.4.2 Strengthen the organisation's commitment to gender equity.

Action Title: 6.4.2.3 Develop a new workplace Gender Equality Action Plan (GEAP).

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
People & Customer	In Progress	01-Jul-2024	30-Jun-2025	5%	0.00%	GREEN

Action Progress Comments: The development of a new plan is dependent on receiving the criteria for the new Gender Equality Action Plan (GEAP) from the Gender Equality Commissioner.
At the time of reporting, the criteria have not been released, impacting the commencement of the workplace GEAP, however resources have been recruited.
Templates will be available in May 2025. The new date for adoption has been pushed out to May 2026.
Further updates on progress will be provided as changes occur.

12.3 MELTON CITY COUNCIL BUDGET 2025/2026

Author: Natalie Marino - Manager Finance
Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To note for the purpose of community feedback the proposed Annual Budget 2025/26 and proposed Revenue and Rating Plan 2025/26 to 2029/30 prepared in accordance with Section 94 of the *Local Government Act 2020.*

RECOMMENDATION:

That Council, in accordance with Section 94 of the *Local Government Act 2020:*

1. Notes the proposed Annual Budget 2025/26 (including planned recurrent and Capital Works budget, and proposed Schedule of Fees and Charges **(Appendix 1)**
2. Notes the proposed Revenue and Rating Plan 2025/26 to 2029/30 **(Appendix 2)**
3. Notes the summary of Community Submissions 2025/26 **(Appendix 3)**
4. Endorses for community feedback for a period of two weeks from 27 May 2025 to 9 June 2025 the proposed Annual Budget 2025/26 and the proposed Revenue and Rating Plan 2025/26 to 2029/30 prior to Council considering adoption of the final proposed Council Annual Budget 2025/26 and final proposed Revenue and Rating Plan 2025/26 to 2029/30 at its Scheduled Meeting on 23 June 2025.

REPORT

1. Executive Summary

Melton City Council's proposed Annual Budget 2025/26 has been prepared with consideration of the community vision and the objectives as set out in the Council and Wellbeing Plan 2021-2025 and in accordance with Council's 10 Year Financial Plan and legislative obligations.

It seeks to add, enhance, improve and maintain infrastructure within the City of Melton as well as deliver projects and services that are valued and needed by our community. The community has had an opportunity to make budget submissions at the commencement of the budget preparation process in November 2024.

The proposed budget is presented following extensive internal review in consultation with officers and Councillors.

2. Background/Issues

Council commenced the budget preparation process for 2025/26 in November 2024. The budget has been prepared in line with the 10 Year Financial Plan and considers the growing needs of the community, service delivery demands, and initiatives put forward by the community and Councillors.

The *Local Government Act 2020* requires that Council prepare a budget for each financial year, and that the budget contains the following information:

- Financial statements in the form and containing the information required by the regulations
- A description of the services and initiatives to be funded in the budget and a statement as to how the services and initiatives will contribute to achieving the strategic objectives specified in the Council Plan
- Major initiatives to be undertaken during the financial year
- For services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement
- The amount which Council intends to raise by general rates, municipal charges, service rates and service charges
- Whether the general rates will be raised by uniform rate or differential rate and information required relating to differential rates; and
- Any other information required by the regulations.

The *Local Government Act 2020* also requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan has recently been revised to establish the revenue raising framework within which the Council proposes to work.

Appendix 1 is a full copy of the proposed Annual Budget 2025/26 document and includes the revenue increases based on the proposed Revenue and Rating Plan and the schedule of fees and charges.

Appendix 2 is a full copy of the proposed Revenue and Rating Plan 2025/26 to 2029/30 that determines the most appropriate and affordable revenue and rating approach for Melton City Council which in conjunction with other income sources will adequately finance the objectives in the council plan.

In preparing the budget, Council has taken into consideration the proposed rate increase, operating costs and capital works program and provides detailed information with regard to the major impacts for 2025/26. It also provides details about Council's financial management principles to ensure a financially sustainable future.

The Victorian Government established the Fair Go Rates System (FGRS), which is a framework limiting the maximum amount councils may increase rates in a year without seeking additional approval. The Minister for Local Government set a rate cap of 3.0% for all councils for the 2025/26 year. This budget has been prepared with a 3.0% rate cap to further expand Council's facilities while continuing to deliver high quality services to the community.

Council's proposed revenue from general rates and charges will increase to $206.0 million. This level of rate income will ensure Council is able to continue to deliver the high level of services and infrastructure to the community as well as assist in delivering a capital works program of $225.8 million which will enable Council to respond to the growth in demand across the municipality.

As one of Australia's fastest-growing communities, it is important to note that Council receives significant income and assets from developer contributions that contribute to our operating surplus.

The budget contains operating income of $614.9 million and operating expenditure of $312.6 million in 2025/26, generating an operating surplus of $302.2 million predominantly due to the level of development activity within the region.

The continued growth in our municipality during 2025/26 will see $240.4 million in legislated contributions from developers and $44.2 million from capital grants.

We know at times our community misunderstands this money in our overall financial position. These developer funds and capital grants can only be used for future capital infrastructure projects within respective development areas like children and community centres, ovals, parks, open spaces, and roads. In many instances these funds fall short of the full cost delivery of the infrastructure needed with Council funding the difference.

When you adjust the financial result for these developer contributions and capital grants received, Council's budgeted adjusted operating surplus is $5.1 million as shown in the table below.

	($'000)
Income	614,864
Expenses	312,629
Surplus for the year	**302,235**
Net asset revaluation increment	-
Total Comprehesive Result	**302,235**
Less: Capital and Non-Operating Items	
Contributions - monetary	86,031
Contributions - non-monetary	154,410
Net asset revaluation increment/(decrement)	-
Fair value increment investments	6,030
Grants - capital	44,291
Net gain on ndisposal of assets	6,330
	297,092
Adjusted Operating Surplus	**5,142**

The adjusted underlying result, which is a measure of financial sustainability, remains positive over the four financial years from 2025/26 to 2029/30 inclusive.

Key elements of the Annual Budget 2025/26 include:

- The average general rate and municipal charge will increase for 2025/26 by 3.0%, in line with the rate cap of 3.0% set by the Victorian Government.
- This will equate to an average rate increase for ratepayers of around $1.05 per week, with more than half of all households seeing an increase less than that. This excludes the Emergency Services and Volunteers Fund mandated by the Victorian Government that replaces the Fire Services Property Levy from 1 July 2025.
- Fees and charges have generally been increased by 2-3% or based on full cost recovery. Some fees are fixed by legislation while others are determined on a user pays basis.
- Additional resources have been included to support and care for ratepayers needing financial assistance.
- The net cost of services delivered to the community in 2025/26 year is budgeted to be $242.7 million. Council will continue to work with the community over the coming years to align community priorities and expectations with Council's service delivery model.
- A total of 80 community submissions were received with Council proposing to fund, partially fund or advocate for 64 submissions which are detailed in **Appendix 3**. Projects range from recreation reserve infrastructure improvements, facility upgrades for sporting clubs and community groups, park upgrades and support for community events.
- A thorough infrastructure needs analysis process has occurred which identified several key projects to be progressed or delivered in 2025/26. As a result of Council's financial position, $225.8 million has been budgeted towards our planned capital works program of which $48.2 million relates to projects that will be carried forward from the 2024/25 financial year. The carried forward component is fully funded from the 2024/25 Budget.
- The planned capital works program equates to an average of $2,431 per ratepayer to build these important community assets like community centres, ovals, parks, open spaces and roads.

- Key highlights of the capital works program to be delivered, or commenced in the coming year include:
    - $35.8 million in road and bridge infrastructure and renewals
    - $54.6 million in recreational, leisure & community facilities and renewals
    - $95.7 million in building improvements and renewals
    - $15.2 million in footpaths and cycleways
    - $12.3 million in parks, open space and streetscapes and renewals
    - $1.5 million in plant and equipment and $0.9 million in drainage
    - $7.0 million in traffic management devices like roundabouts and signalised intersections.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

The costs associated with preparing the Annual Budget 2025/26, including the associated advertising and community engagement have been provided for in the current financial year budget.

With property revaluations occurring annually, the amount of the rate increase will not be consistent across all properties with some properties experiencing varying levels of capital appreciation/depreciation whilst others have remained with little change.

5. Consultation/Public Submissions

Council's annual budget engagement process for preparation of the Annual Budget 2025/26 commenced in November 2024 inviting community members and community groups to make a budget submission to help inform the framing of the budget and associated capital works program.

This opportunity was promoted through multiple mediums including City of Melton Conversations online engagement portal and was also promoted via social media, newspaper advertisements, Council's website and through Council community email networks. The opportunity for community submissions was open from Friday 29 November 2024 to Monday 24 February 2025.

Two budget drop-in sessions were held within this time to give the community the opportunity to ask questions about the process and discuss ideas with Councillors and Council officers.

In total 80 submissions were received from individuals, community groups and sporting clubs. The opportunity for each submitter to present to Council was provided on 26 February 2025, with 22 community members presenting their idea.

Following the adoption of the proposed Annual Budget 2025/26, it will be open for community feedback for 14 days where the community can provide feedback prior to Council consideration and adoption at the 23 June 2025 Council meeting.

6. Risk Analysis

Council's process of preparing and endorsing the proposed Annual Budget 2025/26 is in accordance with Section 96 of the *Local Government Act 2020*.

7. Options

Council must adopt a budget by 30 June 2025 as it is a legislative requirement under section 94 of the *Local Government Act 2020*.

LIST OF APPENDICES

1. Proposed Annual Budget 2025/26
2. Proposed Revenue and Rating Plan 2025/26 to 2029/30
3. Proposed Community Submissions 2025/26 Summary

Melton City Council Draft Budget

2025/26



CITY OF MELTON

Mayor's Foreword

On behalf of Melton City Council, I am proud to present our Draft Budget for 2025/26— another important step in delivering on the long-term aspirations of our growing and diverse community.



As one of Australia's fastest-growing municipalities, the City of Melton stands at the forefront of dynamic transformation. This rapid growth brings incredible opportunities—but also requires bold vision, careful planning, and strategic investment.

Our draft budget reflects this commitment, responding directly to the needs of our growing population while staying anchored in strong financial stewardship and community priorities.

We recognise that cost-of-living pressures are impacting many of our residents. That's why this budget has been crafted with care. It strikes the right balance between fiscal responsibility and delivering the infrastructure, services, and amenities a thriving City demands. It's about getting the fundamentals right, preserving and enhancing the assets our community depends on today, while laying the groundwork for the City of Melton of tomorrow.

At its core, this budget is about building a more connected, sustainable, and liveable City. It supports a wide range of community-focused investments, including modern facilities, improved services, engaging programs, and vibrant public spaces—making the City of Melton a better place for everyone.

This budget is grounded in extensive community consultation. Every project and initiative has been informed by your feedback—whether it's better roads, upgraded community centres, expanded green spaces, inclusive programming, or local events that bring people together.

Pleasingly, 17 initiatives, totalling $3.6 million, have been come from directly from community submissions, demonstrating Council's commitment to listening to our community and responding to their needs.

Council continues to operate within the State Government's rate cap of 3%, while maintaining a sharp focus on financial sustainability. Our significant capital works pipeline is enabled through a blend of successful grant applications, developer contributions, and strategic revenue diversification.

With a bold $225.8 million capital works program—one of the largest undertaken by any local government in Victoria—this budget delivers real and lasting value for our residents.

Key highlights include:

Major Projects

- **$45.3 million** for construction of Cobblebank Community Services Hub
- **$27.8 million** to commence construction of the Plumpton Aquatic and Leisure Centre

Children's and Community Centres

- **$8.4 million** for the Weir Views Children's and Community Centre
- **$7.6 million** for the Deanside Community Centre and Neighbourhood House

Playspaces

- **$800,000** for Arbour Blvd Central Reserve playspace upgrade
- **$800,000** for Melton South Recreation Reserve playspace upgrade
- **$700,000** for Norm Raven Reserve playspace upgrade
- **$1 million** for Parkwood Green Reserve playspace upgrades
- **$800,000** for Mt Carberry Reserve playspace upgrades

Recreation Reserves

- **$5.9 million** for the redevelopment of Taylors Hill Recreation Reserve Sportsground
- **$3.8 million** to complete the Macpherson Park Rugby Pavilion
- **$2.5 million** for reconstruction of the Arnolds Creek tennis courts

Road and Transport Upgrades – Taylors Road Corridor

- **$2.1 million** for traffic lights at Plumpton Road
- **$4.5 million** for traffic lights at Sinclairs Road
- **$1.8 million** to commence duplication - Gourlay Rd to Westwood Drive, including upgrading Gourlay Road intersection
- **$1.3 million** to commence construction of traffic light at intersection of Westwood Drive including road duplication between Westwood Drive and Gourlay Road

Additional Road Projects

- **$2.8 million** for turning lanes at Exford Road car park and Murphys Road
- **$2.2 million** for a new pedestrian bridge in Modeina Estate, Burnside
- **$1.9 million** to upgrade the Exford Road/ Wilson Road and Exford Road/Northcott Street intersection
- **$2.3 million** to construct Sugar Gum Estate footpaths

While our draft budget forecasts a surplus of $302.2 million, it's important to note that these funds are already allocated to future high-value infrastructure projects currently in planning.

I extend my sincere thanks to the many residents, community groups, and stakeholders who shared their insights and ideas throughout this process. Your voices have helped shape a bold, forward-looking budget—one that ensures the City of Melton continues to flourish as a vibrant, inclusive, and resilient community.

Cr Steve Abboushi
Mayor, City of Melton

CEO's Introduction

Executive Summary

We are looking ahead to another exciting year as we continue to deliver on the commitments of the Melton City Council 2025/26 Budget, keeping a line of sight to the Community Vision for our City.

Thank you to everyone who contributed to the preparation of this budget over many months, our Councillors and all the teams across our workplace.

We had 80 community budget submissions this year with lots of wonderful ideas and insights into what is important to our residents. Often, they are something small with big impact on the lives and wellbeing of our community, and we look forward to bringing the supported submissions to life.

This is our Council's first budget for the new four-year Council Term, and it continues our focus on balancing delivery for the community, efficiency in our operations and our long-term financial sustainability.

Our teams will be working on more than 142 individual projects and 32 programs in their various stages with a commitment to $225.8 million in capital works. This is a forward-looking program that is bigger than any previous annual capital program and it will continue projects already underway, new projects, and renewal programs.

We also continue to support our rapidly growing community with more than 100 services and planning for the growth and for the changing diversity and needs of our residents. Many people work in Local Government for its connection to the community. Thank-you to all our teams that support our community in so many ways making a difference every day.

Improving our customer experience is in focus this year, as is supporting customers as cost-of-living pressures continue to impact people across our community including the disadvantaged and vulnerable.



Our City has the largest growth area housing target in the Victorian Government's Plan for Victoria – an additional 109,000 homes by 2050. This means we have many developers working across our city building new housing, and business areas which will support our focus on more local jobs.

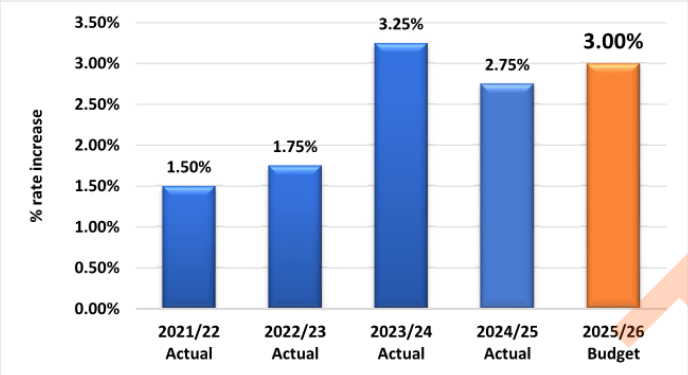
Developers are required to contribute money to Council which we must spend in development areas on children and community centres, ovals, parks, open spaces, and roads. It is important our residents know that these developer contributions are not enough to pay the full cost of these facilities, our Council is committed to looking at alternative revenue streams that do not rely on customer rates.

On behalf our passionate and committed workforce, I look forward to us delivering on the commitments in this budget for the wonderful people of the City of Melton.

Roslyn Wai

Chief Executive Officer
Melton City Council

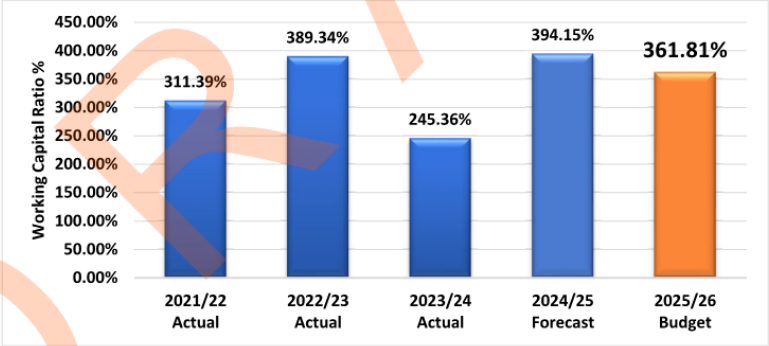
1. Rates



Total revenue from rates and charges is projected to be $206.02 million. The 2025/26 Council budget includes a 3% rate increase which is in line with the Victorian Government's Fair Go Rates System (FGRS) which caps rate increases by Victorian councils. (see sec 4.1.1 for further information on the application of the FGRS).

This rate increase will go towards maintaining service levels, meeting the cost of several internal and external influences affecting the operating Budget and towards the infrastructure investment within the region. It is important to note that the actual rate increases experienced by individual ratepayers may differ from the 3% increase due to revaluations. Rate increases are impacted by the average rate increase as well as property valuation increases (or decreases) of individual properties relative to the average across the municipality.

2. Working Capital



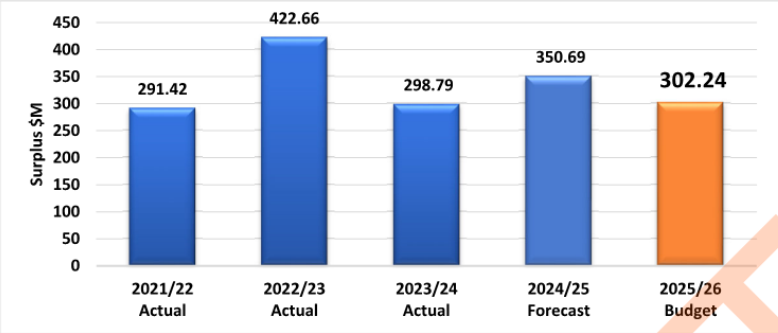
The budget working capital ratio (net current assets) is projected to be 361.81% for 2025/26 that reflects a healthy cash position.

As one of Australia's fastest-growing community, it is important to note that Council receives significant income and assets from developer contributions that contribute to our surplus and cash position.

These developer funds can only be used for future capital infrastructure projects within respective development areas like children centres, ovals, parks, open spaces and roads.

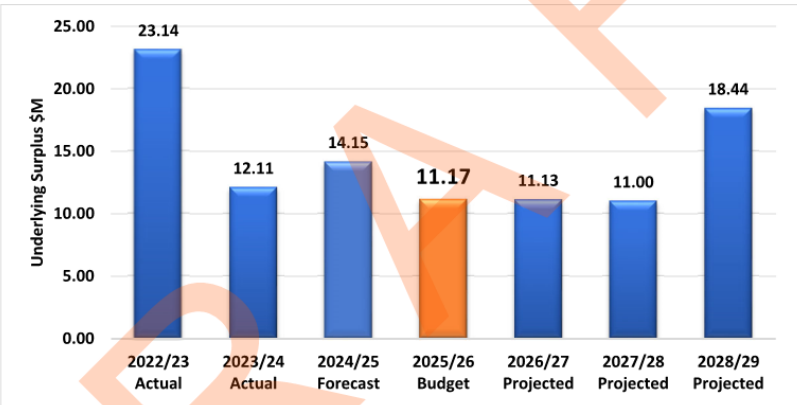
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3. Operating Result



The expected operating result for the 2025/26 year is a surplus of $302.24 million, which is a decrease of $48.46 million over the forecast result for 2024/25 predominantly due to the timimg associated with developer contributions from year to year.

4. Financial Sustainability



A budget has been prepared for the four-year period ending 30 June 2029. The budget is in turn set within the Financial Plan to assist Council to adopt a budget within a longer-term financial framework. The key objective of the Financial Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives.

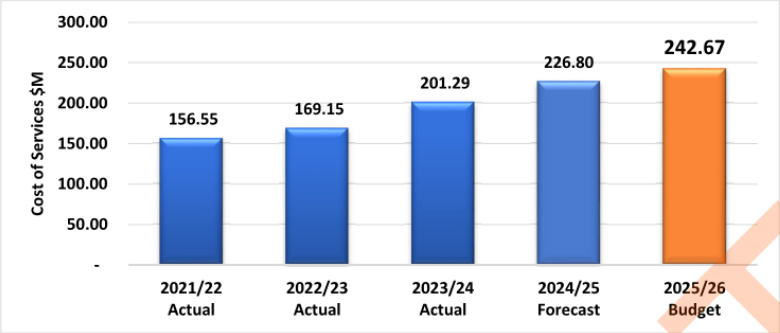
The adjusted underlying result, which is a measure of financial sustainability, shows the impact of large scale capital investments in the Plumpton Aquatic and Leisure Centre and Cobblebank Community Services Hub over the four financial years from 2025/26 to 2028/29 inclusive.

Council will continue to work with the community to:

- Review and prioritise the services that we provide;
- Determine the level of service that can be afforded;
- Determine which assets are required to undertake the prioritised services;
- Determine any surplus assets that can be decommissioned or rationalised; and
- Determine where staffing resources may need to be realigned to deliver prioritised services.

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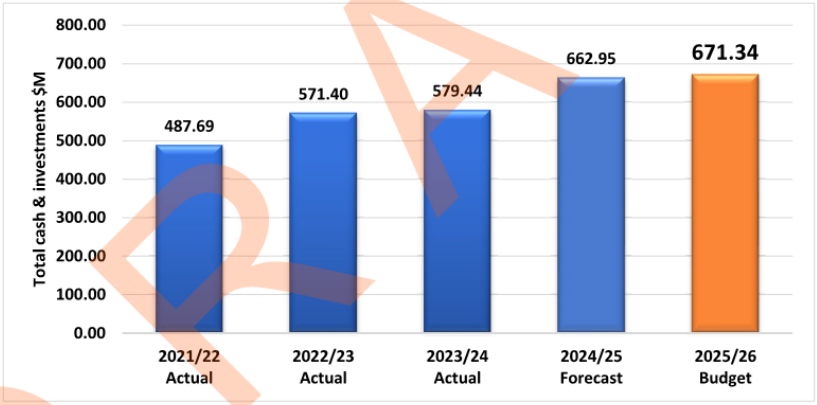
5. Services



The cost of services delivered to the community in the 2025/26 year is expected to be $242.67 million which shows an increase of $15.87 million over the forecast cost for 2024/25. Council will continue to work with the community over the coming years to align community priorities and expectations with Council's service delivery model. This needs to be set within a financially sustainable framework.

Further detail in relation to the cost of Council's services can be found in section 2 of this document.

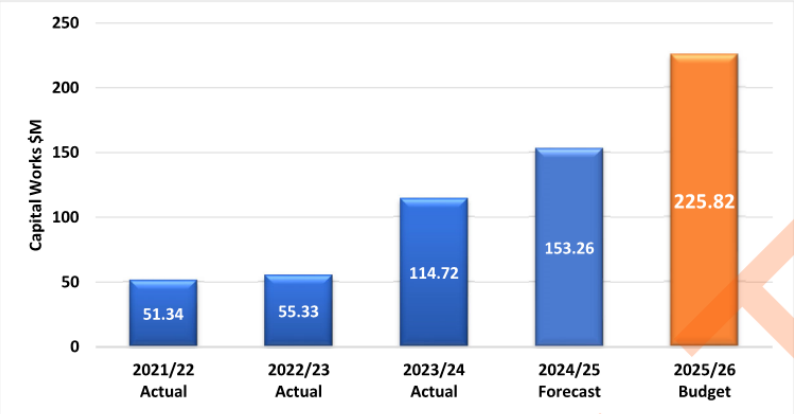
6. Cash and Investments



Cash and investments are expected to increase by $8.39 million during the year to $671.34 million as at 30 June 2026. The decrease is a due to a reduction in cash relating to monetary contributions from developers, after allowing for payments made to them for the completion of subdivisions. The budgeted levels of cash are in line with Council's projections and the need to fund ongoing service delivery and invest in new infrastructure particularly in the growth regions of the municipality.

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7. Capital Works



The capital works program for the 2025/26 year is expected to be $225.82 million of which $48.22 million relates to projects which will be carried forward from the prior 2024/25 year. The carried forward component is fully funded from the 2024/25 Budget. The budgeted capital works program is funded by:

- $44.29 million from grants;
- $35.09 million from developer contributions and other reserves;
- $25.70 million from borrowings;
- $72.52 million from Council operations; and
- $48.22 million from carry forwards (from 2024-25).

The increase in capital expenditure between 2024/25 and 2025/6 is mainly due to new capital projects including Cobblebank Community Services Hub and Plumpton Aquatic & Leisure Centre. Please refer to section 4.5.2 for the entire listing of the 2025/26 capital works program.

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Budget Influences

This section sets out the key budget influences arising from the external environment within which Council operates.

External Influences

The four years represented within the Budget are 2025/26 to 2028/29. In preparing the 2025/26 budget, several external influences have been taken into consideration. These are outlined below:

· **Location** – The Western Highway, an important national freight route runs through the City. The City of Melton is within a comfortable driving distance north-west of the Melbourne Central Business District (CBD). The Melton Township comprises the suburbs of Melton, Melton West, Harkness, Melton South, Kurunjang and Brookfield and is centered on the Melton major activity centre, around 35 kilometers north-west of the Melbourne CBD. The City of Melton's eastern corridor is centered on the major activity centre of Caroline Springs, approximately 19 kilometers north-west of the Melbourne CBD. The eastern corridor includes the suburbs of Burnside, Burnside Heights, Caroline Springs, Diggers Rest, Hillside and Taylors Hill.

· **Population Growth** – The City of Melton is one of the fastest growing municipalities in Australia with an annual population growth of 6.61 per cent and it is the second fastest growing Local Government Area in Victoria. According to Forecast.id, the City of Melton population forecast for 2025 is 241,121, and is forecast to grow to 455,980 by 2046.

· **Defined Benefit Superannuation** – Council has an ongoing obligation to fund any investment shortfalls in the Defined Benefits Scheme. The amount and timing of any liability is dependent on the global investment market. At present the actuarial ratios are at a level that additional calls from Local Government are not expected in the next 12 months.

· **Superannuation Guarantee** – In 2020 the Federal Government implemented policy to 'progressively' increase the Superannuation Guarantee (the minimum and employee must pay an employee in Superannuation payments), from 9.5% where it had sat since 2015, to 12% in 2026 (by increments of 0.5% each year). Accordingly, our proposed 2025-26 budget incorporates a Superannuation Guarantee charge of 12%.

· **Financial Assistance Grants** – The largest source of government funding to Council is through the annual Victorian Local Government Grants Commission allocation. The overall state allocation is determined by the Federal governements Financial Assistance Grant. Core Fnancial Assistance Grants have declined over recent years, while GST revenue has continued to rise.

• **Capital Grant Funding** – Capital grant opportunities arise continually and play a vital role in funding infrastructure growth required to meet our growing demographic.

• **Cost shifting** - This occurs where Local Government continues to provide the same service level to the community on behalf of the State and/or Federal Government. Over time, the funds received by Local Governments' do not increase in line with real cost increases, such as school crossing, Material Child Health or library services, resulting in a further reliance on rate revenue to fund the gap to meet these service delivery expectations.

• **Enterprise Agreement** – The 2025-26 budget year represents the final year of the current Enterprise Agreement originally agreed in 2023. The current agreement is a four- year Agreement from 1 July 2022 to 30 June 2026 comprising an increase of 4% on July 2022 (backdated), then 3% annually to 2026. The employee value proposition also included five weeks annual leave as an important employee attraction entitlement. These have been included in the budgeted employee costs.

• **Rate Capping** – The Victorian State Government continues with a cap on rate increases. On the recommendation from the Essential Services Commission to the Minister for Local Government, the cap for 2025-26 has been set at 3% up 0.25% from 2024-25.

• **Supplementary Rates** – Supplementary rates are additional rates received after the budget is adopted each year, for the part of the year when a property increases in value (eg. due to improvements made or change in land class), or new residents become assessable. Importantly, supplementary rates recognises that new residents require services on the day they move into the Council and Council is committed to providing these. Supplementary rates income is based on historical and forecast data and is set at anticipated levels.

• **Waste Disposal Costs** – The Environment Protection Authority (EPA) regulation has a sustained impact on Council with regards to compliance with existing and past landfills sites. Waste disposal costs are also impacted by industry changes such as increasing EPA landfill levies and negotiation of contracts eg. recycling, sorting and acceptance.

• **Development Contributions** – being reflective of the current and projected growth in our population referred to above, development contributions received play an intrinsic part is sustaining this growth by way of investment in infrastructure and community services. They are also dependent on land sales and the desire of developers to construct new developments within the municipality.

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Budget Influences

Internal Influences

• **Business transformation** – Council has embarked on an organisation-wide continuous improvement across four themes in our workplace Transformation Plan. The themes are People, Customer, Technology and Growth. Our People, Customer and Technology themes are something most of us understand. Our Growth theme, however, is about advancing our organisation and workplace sustainability. The business transformation is underway, and the implementation of the service planning reviews have focused on:

- Resource levels to maintain and improve services
- Resources to fill gaps in current service delivery identified through the plans
- Opportunities for operating efficiencies
- An increasing demand from the community to address ageing infrastructure, improve the appearance of town centres and enhance parks, playgrounds and sporting facilities
- Tactical upgrades of key business systems to support the organisation while the longer term enterprise systems are procured, planned and implemented.

• **Adjusted underlying result** – Council's underlying result is impacted by the rate cap and the continued growth in servicing the community. Surplus funds from operations ensures Council has the financial capacity to invest in long term Council assets.

• **Change in accounting policy** – Council was instructed as part of the audit review of its 2023-24 annual accounts, to record all of what was otherwise going to be deemed as capital IT expenditure, to operating expenditure. This is particularly evident in the case of all Cloud based software and Council currently implementing a new Enterprise Software Solution (Tech One). The impact of this decision is more apparent within the income statement when comparisons are made between the 2024-25 budget which was predicated on such expenditure being deemed capital, and the 2025-26 budget predicated on such expenditures being deemed operating.

• **Cash** – Council has cash holdings at a sustainable level and will remain conscious of holding adequate funds to cover reserves, trusts and working capital. This in turn will generate additional interest income to benefit the community.

• **Working capital** – Council requires a certain level of cash to be able to meet its daily obligations (working capital) in times of low income and high expenditure. The 2025-26 cash levels are adequate in ensuring Council covers short-term obligations.

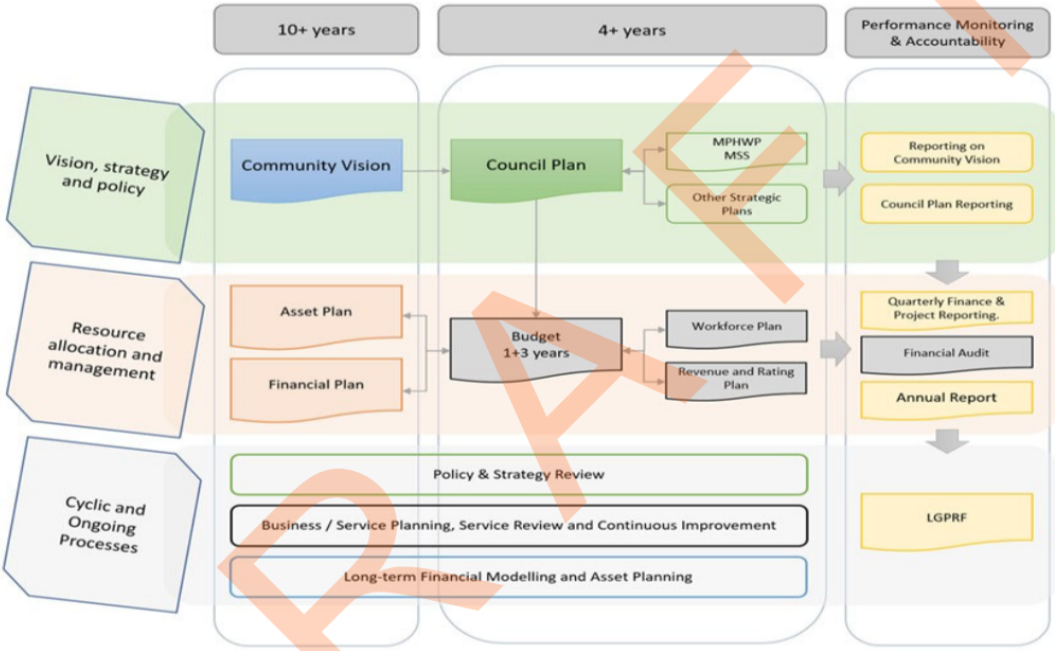
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1. Link to the Integrated Strategic Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated strategic planning and reporting framework that applies to local government in Victoria. At each stage of the integrated strategic planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated strategic planning and reporting framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services - such as animal management, local roads, food safety and statutory planning - most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.
Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

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1.2 Our purpose

Our Vision

A Thriving Community Where Everyone Belongs

Our mission

Support the growth, wellbeing and aspirations of our community through leadership, excellence and inclusion.

Our values

Motivate

We are motivated by:
- Our essential responsibility to strive and to deliver the best possible outcomes for community.
- Creativity, innovation and co-design approaches, with people at the heart of everything we do.
- Our commitment to continuous improvement.
- Our ability to maximise our time and resources.
- The pride we take in our work and the quality of our outcomes.

Empower

We are empowered to:
- Involve others in solving problems, making decisions, and celebrate success.
- Encourage and recognise the contributions of others.
- Build capacity of staff and community.
- Take responsibility and be accountable for our decisions and actions.
- Be curious, think differently and try new things.

Lead

We lead by:
- Demonstrating our Vibrant MELTON Values.
- Embracing challenges and seeking to understand the drivers of future change.
- Encouraging creativity, innovation, design thinking and continuous improvement.
- Welcoming new ideas and ways of working from all levels of the organisation and community.

Trust

We build trust by:
- Demonstrating kindness, respecting all people and valuing differences.
- Learning from others' experiences and perspectives.
- Dealing with others fairly and equitably by actively listening and responding appropriately.
- Taking responsibility to follow through on the commitments we make.

Open

We demonstrate openness and integrity by:
- Creating an environment that fosters honest communication.
- Collaborating with community and partners to achieve outcomes.
- Developing clear plans, policies and procedures and consistently applying them.
- Being transparent, accessible and providing relevant and timely feedback.

Nurture

We nurture by:
- Supporting growth and learning to achieve organisational and community goals.
- Being responsible for the way we treat others, and the natural environment.
- Encouraging a sense of belonging by sharing knowledge and actively supporting colleagues and community.
- Enriching the wellbeing and needs of current and future communities.
- Recognising people and projects that exceed expectations, celebrating achievements individually and together.

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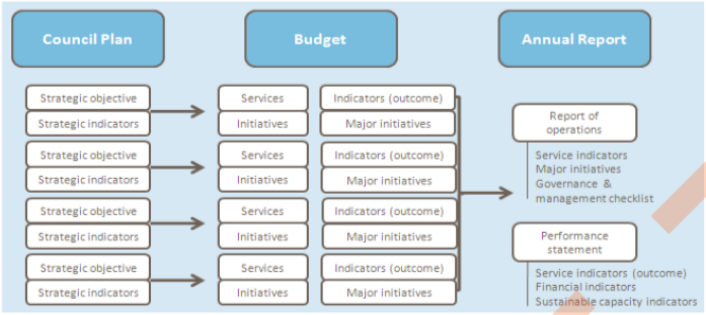
1.3 Strategic objectives

Strategic Objective	Description
Strategic Objective 1 A safe City that is socially and culturally connected - a diverse, equitable, safe and connected City that people are proud to be a part of.	Our community is at the heart of everything we do. Council is committed to supporting a diverse, equitable and connected community that people are proud to be a part of. Our community has told us they value a sense of belonging, want to feel safe in their homes and neighbourhoods, and want opportunities to come together. A safe City that is socially and culturally connected is created through local leadership, strong partnerships, accessible services, tailored programs and welcoming places that promote community health and wellbeing.
Strategic Objective 2 A vibrant and healthy natural and built environment.	Council is committed to protecting and enhancing the City's natural environment - its grasslands, forests, waterways, flora and fauna. People in our City have told us that the bushfires in early 2020 refined their focus on global warming and renewed their commitment to environmental sustainability whilst heightening their awareness of our community's vulnerability to climate change. They also recognise the health and wellbeing benefits of having close access to green open space, especially on their mental wellbeing during the COVID-19 pandemic. A whole-of-community commitment is required to combat climate change to ensure a thriving natural environment for current and future generations.
Strategic Objective 3 A fast growing, innovative and well-planned City - a City where growth and development occur in a strategic, fair and sustainable way.	Council is committed to ensuring that the growth and development of our City occurs in a strategic, fair and sustainable way. Our community has told us that they want well-planned neighbourhoods that promote walking and cycling, efficient public transport and a free-flowing road network. They want public spaces that foster connection as well as a state-of-the-art hospital, and local health and community services. Council will partner with and advocate to service providers and all tiers of government to work towards achieving this.
Strategic Objective 4 A City that promotes greater education and employment - A City rich in local employment and education opportunities.	Our community has told us that they want to be known as a learning City, for our pioneering innovation and a place with abundant employment opportunities. Council is committed to advocating for local tertiary education, ensuring that as our community grows there is equitable access to schools and training opportunities, as well as providing lifelong learning programs for all stages of life. In addition to this, Council will work closely with local businesses and invest in attracting new business ventures to enable more residents to be locally employed. We will work in partnership with the community, private sector and all tiers of government to achieve this.
Strategic Objective 5 A community that is actively engaged in the City - a community that embraces volunteering and is encouraged and able to engage with Council.	Council is committed to working in collaboration with our community to better understand and represent their diverse needs. Our community has told us that they want to contribute to the development of Council projects that affect their lives so we will encourage our community to engage with us through accessible and transparent consultation. People in our City have also shared that they want to be actively engaged in the community and want to contribute to making their City great through volunteering.
Strategic Objective 6 A high performing organisation that demonstrates civic leadership and organisational excellence - an innovative, transparent, accountable and sustainable organisation.	Council is committed to providing strategic leadership and striving for innovation, transparency, accountability and sustainability. We will manage the City in a socially responsible way and ensure our services and facilities are efficient and equitable. We will work in partnership with our community, stakeholders and all tiers of government to meet the needs and aspirations of our growing City.

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2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2025/26 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Jobs, Precincts and Regions

2.1 Strategic Objective 1

A safe City that is socially and culturally connected - a diverse, equitable, safe and connected City that people are proud to be a part of.

Services

Service area	Description of services provided		2023/24 Actual $'000	2024/25 Forecast $'000	2025/26 Budget $'000
Community Safety	Community Safety is responsible for the implementation of Council's General Local Law, including amenity protection, local laws, parking, litter prevention and management of school crossings program. Community Safety are also responsible for building services, environmental health and animal management, including ranger services and management of Council's Pound.	*Income*	10,429	10,212	9,898
		(Expense)	(10,654)	(12,563)	(13,117)
		Surplus / (Deficit)	**(225)**	**(2,350)**	**(3,219)**
Child, Family and Youth	Provision of a range of services for children and young people 0-25 years and their families to support their learning, development, health and wellbeing including early years programs, parenting support and playgroups, kindergarten registration and outreach, preschool field officer program, access to early learning program, and youth leadership, social, active, creative and development programs. Child, Families and Youth also deliver community events, planning and management of early years infrastrucutre and facilitate Council's Youth Advisory Committee.	*Income*	3,461	3,595	4,162
		(Expense)	(6,261)	(6,875)	(7,592)
		Surplus / (Deficit)	**(2,800)**	**(3,280)**	**(3,430)**
Community Care and Active Living	Provision of a range of services and programs for older people, people with a disability and their carers including delivered and centre-based meals, personal care, domestic assistance, community transport, property maintenance, community and centre based respite. Also, includes provision of Integrated Family Support Services and Housing Services providing homelessness support services and manages Council's affordable housing properties. The service area also facilitates Council's Disability Advisory Committee.	*Income*	6,518	6,832	6,425
		(Expense)	(8,422)	(9,098)	(9,380)
		Surplus / (Deficit)	**(1,904)**	**(2,266)**	**(2,955)**
Recreation and Facility Activation	Provision, management and activation of Council's recreation and aquatic facilities and indoor stadiums. Management of Council's cafe services and management of bookings for community facilities. Provide advice to Council on matters pertaining to sport, recreation and leisure planning and service provision.	*Income*	2,107	2,058	2,258
		(Expense)	(3,413)	(4,051)	(4,214)
		Surplus / (Deficit)	**(1,306)**	**(1,993)**	**(1,956)**
Healthy Connected Communities	Plans, promotes and supports a more inclusive, engaged, healthy, and safe community through a range of community capacity initiatives and programs. This is delivered through the provision of community centre and neighbourhood facilities and programs, social and health policy planning and research, health promotion, community safety, the prevention of violence against women, reconciliation and First Nations community engagement, and culturally and linguistically diverse communities engagement along with community grants and awards programs. Plans and delivers Council's major events (civic and community) program.	*Income*	972	542	570
		(Expense)	(7,958)	(6,911)	(8,417)
		Surplus / (Deficit)	**(6,986)**	**(6,369)**	**(7,847)**
Maternal & Child Health	Provision of all Maternal Child Health Services and programs including Universal and Enhanced MCH services, parental education, breast feeding support, sleep and settling support, and family violence support services and the Immunisation services for pre-school and school aged children and families.	*Income*	4,646	4,886	5,390
		(Expense)	(7,244)	(10,823)	(11,474)
		Surplus / (Deficit)	**(2,597)**	**(5,937)**	**(6,084)**

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Other Initiatives

1) Uplift in Christmas decorations within the City ($500,000)

Service Performance Outcome Indicators

Service	Indicator
Maternal and Child Health(MCH)*	Participation
Aquatic Facilities*	Participation
Animal Management*	Health and Safety
Food Safety*	Health and Safety

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

2.2 Strategic Objective 2

A vibrant and healthy natural and built environment.

Services

Service area	Description of services provided		2023/24 Actual $'000	2024/25 Forecast $'000	2025/26 Budget $'000
Operations	Operations is responsible for maintaining the City's assets, including Council's roads, footpaths, drainage, parks, open spaces, sportsgrounds, trees and cleaning Council buildings and public amenities. The Operations department is also responsible for Council's waste services, including operating the Melton Recycling Facility. Operations also coordinates Council's municipal emergency management arrangements (planning, preparedness and recovery) and organisational business continuity planning.	*Income*	1,223	1,537	1,653
		(Expense)	(73,015)	(79,991)	(84,805)
		Surplus / (Deficit)	**(71,792)**	**(78,454)**	**(83,152)**
City Environment and Sustainability	The City Environment & Sustainability (CE&S) Department leads strategy development, project delivery, and internal advice across key environmental areas. The team provides community engagement and education programs to encourage sustainable practices. Our team also handles environmental planning referrals and offers technical advice on natural environment, biodiversity, land management, sustainability, climate change, water management, circular economy, and strategic waste. This integrated approach ensures that environmental considerations are embedded in decision-making and planning processes across the Council.	*Income*	27	-	275
		(Expense)	(1,420)	(1,812)	(2,206)
		Surplus / (Deficit)	**(1,393)**	**(1,812)**	**(1,931)**

Major Initiatives

2) Greening the city through investment in our trees ($500,000)

3) Update of Council's Open Space Plan including community consultation activities including dog parks ($339,000)

Other Initiatives

4) Commemorative Flame installation at RSL memorial at Lake Caroline, Caroline Springs ($50,000)

Service Performance Outcome Indicators

Service	Indicator
Waste Management*	Waste Diversion

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

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2.2 Strategic Objective 3

A fast growing, innovative and well-planned City - a City where growth and development occur in a strategic, fair and sustainable way.

Services

Service area	Description of services provided		2023/24 Actual $'000	2024/25 Forecast $'000	2025/26 Budget $'000
City Strategy	Provision of strategic planning, urban design, community infrastructure planning, open space planning and heritage services.	*Income*	1,388	845	24
		(Expense)	(3,991)	(4,034)	(4,238)
		Surplus / (Deficit)	**(2,603)**	**(3,189)**	**(4,214)**
Engineering and Asset Services	Engineering and Asset Services are responsible for engineering investigations and permits, traffic and transport planning, asset management, including geographic information systems and facilities maintenance.	*Income*	1,207	4,510	4,756
		(Expense)	(13,580)	(19,177)	(16,599)
		Surplus / (Deficit)	**(12,373)**	**(14,667)**	**(11,843)**
City Infrastructure Planning	Provision of strategic infrastructure planning activities including long term capital pipeline management, land acquisition activities, transport network planning, engineering assessment of planning permit applications and monitoring of development construction activity.	*Income*	7,509	8,160	7,654
		(Expense)	(3,182)	(4,022)	(3,958)
		Surplus / (Deficit)	**4,327**	**4,138**	**3,696**
Capital Delivery	Capital Delivery is responsible for the delivery of Council's Capital Works Program, including management of design, approvals, procurement of works and co-ordination and contract management of construction.	*Income*	3	-	-
		(Expense)	1,096	(1,705)	(473)
		Surplus / (Deficit)	**1,099**	**(1,705)**	**(473)**
Major Project Delivery	Major Projects Delivery is responsible for the delivery of Councils high risk high value infrastructure projects. This involves the full end to end project delivery from pipeline and business case development through to completion.	*Income*	-	-	-
		(Expense)	(208)	(131)	(9)
		Surplus / (Deficit)	**(208)**	**(131)**	**(9)**
City Growth and Development	Provision of assessment of planning and subdivision proposals under the relevant planning and subdivision legislation, ensuring compliance with the planning controls and taking enforcement action as appropriate. Services provided include the assessment of Planning and Subdivision Applications, pre-application consultation, planning advice, post permit approvals, issue of Statements of Compliance, and collection, monitoring and reporting of development contributions.	*Income*	1,733	1,644	1,807
		(Expense)	(3,760)	(4,259)	(4,396)
		Surplus / (Deficit)	**(2,026)**	**(2,614)**	**(2,589)**
Commercial Strategy	Provision of services facilitating major public and private investments in the municipality, strategic acquisitions and disposal of Council land, strategic development of key Council owned properties and commercial management and governance of Council Joint Ventures.	*Income*	199	199	204
		(Expense)	(368)	(547)	(658)
		Surplus / (Deficit)	**(169)**	**(348)**	**(454)**

Major Initiatives

5) Upgrade of parks in our City ($10,400,000)
6) Upgrades to footpaths and shared paths within the City ($3,160,000)
7) Design activities associated with the Installation of traffic signals at Taylors Road and Gourlay Road, Taylors Hill ($1,908,000)
8) Construction of roundabout at the intersection of Wilson and Exford Road, Melton South ($1,908,000)
9) Replacement of Navan Park Lake footbridge, Harkness ($1,095,333)
10) Masterplanning the City project that includes a civic and community focus ($500,000)
11) A signalised pedestrian crossing on Bridge Road, Strathtulloh ($483,000)
12) Update of Council's Open Space Plan including community consultation activities ($339,000)

Other Initiatives

13) Upgrade to playspace at Arbour Boulevard, Burnside Heights ($900,470)
14) Maintenance of existing cricket nets to improve safety ($20,000), and assessment of future expansion of the cricket nets through the reserve masterplan ($305,280)
15) Undercover viewing area at Diggers Rest Bowls Club, Diggers Rest ($300,000)
16) Gateway signage within the City ($250,000)
17) Design allocation for a roundabout at the intersection of Westcott Parade and Leakes Road, Rockbank ($220,000)
18) Masterplan and improvements to Watervale Boulevard Reserve, Taylors Hill ($120,000)
19) Construction of raised crossing at Houdini Drive, Diggers Rest ($107,000)
20) Design of a new roundabout at the intersection of Greigs and Exford Road, Exford ($106,000)
21) Maintenance works associated with Melton Waves Leisure Centre, Melton ($273,000)
22) Design associated with the bowling green replacement at Melton Bowling Club, Melton ($80,000)
23) Finalisation the Rockbank East Sports Reserve master plan, Rockbank East ($79,500)
24) Undertake high level review of the 2013 Weribee River Trail Strategy ($50,000)
25) Update of the Brookside Recreation Reserve Masterplan, Caroline Springs ($50,000)
26) Shelter and seating at Springhills Football Club, Caroline Springs ($40,000)
27) Soccer goal storage area at McPherson Park, Harkness ($25,000)
28) Installation tiered seating at Melton Hockey Ground, Strathtulloh ($18,000)
29) Soccer Goals in Diggers Rest, Diggers Rest ($15,000)
30) Investigate the installation of sealed footpath to Willows Homestead, Melton ($10,000)
31) Improve accessability for all to the path between Cambrian Way carpark and the Reserve, Melton West ($9,000)
32) Upgrade to playspace at Sugargum Reserve, Hillside ($143,100)

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Service Performance Outcome Indicators

Service	Indicator
Planning Services*	Decision making
Roads*	Satisfaction

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

2.2 Strategic Objective 4

A City that promotes greater education and employment - A City rich in local employment and education opportunities.

Services

Service area	Description of services provided		2023/24 Actual $'000	2024/25 Forecast $'000	2025/26 Budget $'000
Libraries & Learning	Provision of public library services including collections, programs, activities and access to technology from two library locations, online and via outreach services to promote reading, learning and literacy.	*Income*	1,285	1,390	1,465
		(Expense)	(4,626)	(5,087)	(4,917)
		Surplus / (Deficit)	**(3,341)**	**(3,696)**	**(3,452)**
City Economy and Place	Economy and Place is responsible for supporting local businesses through business engagement, place activations and training and development programs, including the annual Business Awards. This department also has a major focus on investment attraction and place management, working with internal and external stakeholders to attract jobs and investment to the City's existing and growing commercial and industrial precincts.	*Income*	22	-	-
		(Expense)	(1,459)	(1,819)	(2,077)
		Surplus / (Deficit)	**(1,437)**	**(1,819)**	**(2,077)**

Major Initiatives

33) Night markets across the City ($250,000)

Other Initiatives

34) Identify opportunities for revitalised outdoor dining ($70,000)

Service Performance Outcome Indicators

Service	Indicator
Libraries*	Participation

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

2.2 Strategic Objective 5

A community that is actively engaged in the City - a community that embraces volunteering and is encouraged and able to engage with Council.

Services

Service area	Description of services provided		2023/24 Actual $'000	2024/25 Forecast $'000	2025/26 Budget $'000
Communication	The communications function delivers media liaison, web platforms, strategic communications, communication plans, and produces publications and electronic communications for the community, Councillors and the organisation.	*Income*	-	-	-
		(Expense)	(1,392)	(1,919)	(1,818)
		Surplus / (Deficit)	**(1,392)**	**(1,919)**	**(1,818)**

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2.2 Strategic Objective 6

A high performing organisation that demonstrates civic leadership and organisational excellence - an innovative, transparent, accountable and sustainable organisation.

Services

Service area	Description of services provided		2023/24 Actual $'000	2024/25 Forecast $'000	2025/26 Budget $'000
Finance	Provision of financial services to both internal and external customers ensuring the successful management of municipal rates and property valuations as required under the Act, as well as ensuring the financial management of transactions relating to creditors, debtors and collections. Finance provides long-term financial planning to support the ongoing financial sustainability of Council's operation. This includes delivery of the annual Budget, Financial Plan, financial statements, performance statements and a range of other Local Government regulatory reporting.	*Income*	1,554	26,143	30,892
		(Expense)	(12,933)	2,117	(2,968)
		Surplus / (Deficit)	**(11,379)**	**28,260**	**27,924**
Technology	The Information Technology (IT) Group delivers secure, reliable, and innovative technology solutions to support the efficient operation of Melton City Council. The team provides strategic direction, technical expertise, and ongoing support to ensure staff, stakeholders, and the community have access to the digital tools they need. Key services include IT infrastructure and network management, end-user support, application support, cybersecurity, IT asset management, and technology transformation. Additionally, the team ensures governance, compliance, and alignment with IT strategy to drive digital innovation and operational excellence.	*Income*	-	-	-
		(Expense)	(20,002)	(30,189)	(29,935)
		Surplus / (Deficit)	**(20,002)**	**(30,189)**	**(29,935)**
People & Safety	Provision of human resources, learning and organisational development, talent acquisition, payroll, industrial relations. Provides occupational health and safety programs, workers' compensation services, health and wellbeing initiatives.	*Income*	-	-	-
		(Expense)	(2,795)	(3,278)	(4,081)
		Surplus / (Deficit)	**(2,795)**	**(3,278)**	**(4,081)**
Executive Administration	This area of governance includes the Mayor, Councillors, Chief Executive Officer and Executive Leadership Team and associated support which cannot be easily attributed to the direct service provision areas. Responsible for providing strategic direction and operational leadership of Council and its results.	*Income*	-	-	-
		(Expense)	(3,496)	(4,016)	(4,519)
		Surplus / (Deficit)	**(3,496)**	**(4,016)**	**(4,519)**
Customer Experience	Strives to continuously improve services by ensuring they meet customer needs and expectations while enhancing customer experiences and streamlining processes. This service manages our frontline customer support team, including the call centre, online enquires and three customer service centers at the Melton Civic Centre, Caroline Springs and Melton Library and Learning Centres. Additionally the service provides Council-wide support for customer experience service design and improvement, community consultation and engagement, and employee and customer experience insights and analytics.	*Income*	-	-	-
		(Expense)	(2,315)	(2,717)	(3,363)
		Surplus / (Deficit)	**(2,315)**	**(2,717)**	**(3,363)**
Transformation Program	The Transformation Program's purpose is to help drive improvements across Council's key focus areas, which we call the Transformation Pillars. We achieve this by working with people at all levels of our organisation to better understand the day-to-day challenges and opportunities so they can inform approaches.	*Income*	-	-	-
		(Expense)	(564)	(1,496)	(2,539)
		Surplus / (Deficit)	**(564)**	**(1,496)**	**(2,539)**
Governance	Provision of a range of internal services to Council including governance advice and coordination of Meetings and Briefings, coordination of internal audit services, policy review, maintenance of statutory registers, and administrative support to the Mayor and Councillors.	*Income*	194	236	175
		(Expense)	(7,279)	(10,294)	(11,404)
		Surplus / (Deficit)	**(7,085)**	**(10,058)**	**(11,229)**
Procurement	Provision of purchasing, credit cards, fleet management and contract management services to both internal and external customers including category management strattegies, strategic sourcing, contract management, purchasing administration, frameworks, templates, policies and procedures, compliance, data provision and capability development.	*Income*	-	-	-
		(Expense)	(1,427)	(1,609)	(3,072)
		Surplus / (Deficit)	**(1,427)**	**(1,609)**	**(3,072)**

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Service area	Description of services provided		2023/24 Actual $'000	2024/25 Forecast $'000	2025/26 Budget $'000
Organisational Performance	Provision of Council's Corporate Planning and Performance functions including the development and revision of the Council and Wellbeing Plan, Annual Report and Council's non-financial quarterly and end-of-year reporting.	*Income*	-	-	-
		(Expense)	(192)	(492)	(440)
		Surplus / (Deficit)	**(192)**	**(492)**	**(440)**
Enterprise Project Management Office	Provision of leadership, support and improvement capability with setting priorities, standards and goals for Council's portfolio of programs and projects.	*Income*	-	-	-
		(Expense)	(435)	(6)	(3)
		Surplus / (deficit)	**(435)**	**(6)**	**(3)**

Service Performance Outcome Indicators

Service	Indicator
Governance*	Satisfaction

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

Service Performance Outcome Indicators Descriptions and Calculations

Service	Indicator	Performance Measure	Computation
Governance	Consultation and engagement	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory planning	Service standard	Planning applications decided within required timeframes (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Roads	Condition	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Libraries	Participation	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
Waste management	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
		Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

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2.3 Reconciliation with budgeted operating result

	Surplus / (Deficit)	(Expenditure)	Income
	$'000	$'000	$'000
Strategic Objective 1	(25,490)	(54,194)	28,703
Strategic Objective 2	(85,083)	(87,011)	1,928
Strategic Objective 3	(15,886)	(30,332)	14,446
Strategic Objective 4	(5,530)	(6,995)	1,465
Strategic Objective 5	(1,818)	(1,818)	-
Strategic Objective 6	(31,258)	(62,324)	31,067
Total	**(165,066)**	**(242,674)**	**77,609**
Expenses added in:			
Depreciation and Amortisation		(69,864)	
Finance costs		(90)	
Surplus/(Deficit) before funding sources	**(235,020)**	**(312,629)**	**77,609**
Funding sources added in:			
Rates and charges revenue			206,022
Interest on Investments			40,171
Developer Contributions			240,442
Net gain (loss) on disposal of property, infrastructure, plant and equipment			6,330
Capital grants			44,291
Total funding sources		-	**537,255**
Operating surplus/(deficit) for the year	**302,235**	**(312,629)**	**614,864**

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3. Financial Statements

Comprehensive Income Statement

For the four years ending 30 June 2029

	Actual 2023/24 $'000	Annual Forecast 2024/25 $'000	Proposed Budget 2025/26 $'000	Projected 2026/27 $'000	Projected 2027/28 $'000	Projected 2028/29 $'000
Revenue						
Rates and charges	177,031	192,122	**206,022**	222,504	240,304	259,528
Statutory fees and fines	14,871	14,460	**14,068**	14,490	14,925	15,372
User fees	10,404	13,206	**13,526**	17,100	30,679	31,515
Grants - operating	25,896	41,172	**43,985**	45,305	46,664	48,064
Grants - capital	10,513	28,812	**44,291**	11,665	14,064	14,000
Contributions - monetary	32,876	88,448	**86,031**	126,849	106,808	126,700
Contributions - non-monetary	246,042	195,797	**154,410**	151,959	152,226	166,152
Net gain (or loss) on disposal of property, infrastructure, plant and equipment.	(2,756)	23,486	**6,330**	10,178	10,743	11,874
Fair value adjustments for investment property.	-	3,952	**6,030**	8,130	4,398	4,562
Other income	38,404	40,105	**40,171**	29,479	29,373	30,922
Total income / revenue	553,281	641,560	**614,864**	637,657	650,182	708,689
Expenses						
Employee costs	72,049	82,395	**93,259**	99,623	102,104	109,461
Materials and services	122,668	141,942	**147,027**	152,375	156,623	160,965
Depreciation	56,203	63,212	**68,456**	69,023	91,497	97,195
Amortisation - intangible assets	327	327	**590**	177	53	16
Depreciation - right of use assets	354	479	**819**	822	426	99
Bad and doubtful debts - allowance for impairment losses	2,678	2,257	**1,366**	1,379	1,393	1,407
Borrowing costs	197	185	**1,023**	2,428	3,226	2,376
Finance costs - leases	20	72	**90**	50	15	1
Total expenses	254,496	290,869	**312,629**	325,877	355,337	371,519
Surplus/(deficit) for the year	298,785	350,691	**302,235**	311,781	294,845	337,170

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Balance Sheet Statement

For the four years ending 30 June 2029

	Actual 2023/24 $'000	Annual Forecast 2024/25 $'000	Proposed Budget 2025/26 $'000	Projected 2026/27 $'000	Projected 2027/28 $'000	Projected 2028/29 $'000
Assets						
Current assets						
Cash and cash equivalents	18,771	42,952	**71,741**	82,327	117,890	146,800
Trade and other receivables	64,139	35,537	**36,048**	40,555	40,457	43,435
Other financial assets	236,000	300,000	**270,000**	81,000	24,300	25,029
Inventories	15	17	**18**	18	19	19
Prepayments	302	-	**-**	-	-	-
Non-current assets classified as held for sale	230	-	**-**	-	-	-
Other assets	15,512	27,509	**27,509**	27,509	27,509	27,509
Total current assets	334,969	406,015	**405,315**	231,408	210,174	242,792
Non-current assets						
Other financial assets	324,673	320,000	**329,600**	339,488	349,673	360,163
Property, infrastructure, plant & equipment	4,219,875	4,416,377	**4,728,149**	5,228,953	5,547,953	5,817,821
Right-of-use assets	608	1,197	**1,334**	519	98	-
Investment property	9,525	7,170	**13,200**	21,329	25,727	30,289
Intangible assets	2,775	1,396	**806**	629	576	560
Total non-current assets	4,557,456	4,746,140	**5,073,090**	5,590,919	5,924,026	6,208,833
Total assets	4,892,425	5,152,155	**5,478,405**	5,822,328	6,134,200	6,451,625
Liabilities						
Current liabilities						
Trade and other payables	53,886	46,486	**49,762**	50,769	51,295	52,354
Trust funds and deposits	47,602	40,299	**41,508**	42,753	44,036	45,357
Unearned income/revenue	17,205	-	**-**	-	-	-
Provisions	15,324	14,297	**14,297**	14,297	14,297	14,297
Interest-bearing liabilities	2,240	1,537	**5,613**	14,379	22,020	22,416
Lease liabilities	262	392	**843**	446	105	-
Total current liabilities	136,519	103,011	**112,024**	122,644	131,753	134,423
Non-current liabilities						
Provisions	2,116	1,682	**1,682**	1,682	1,682	1,682
Interest-bearing liabilities	922	2,387	**17,687**	39,651	47,674	25,258
Lease liabilities	387	844	**546**	104	-	-
Total non-current liabilities	3,425	4,913	**19,914**	41,437	49,356	26,940
Total liabilities	139,944	107,924	**131,938**	164,081	181,108	161,363
Net assets	4,752,481	5,044,231	**5,346,466**	5,658,247	5,953,092	6,290,262
Equity						
Accumulated surplus	2,605,020	2,945,074	**3,228,022**	3,581,225	3,842,159	4,192,074
Reserves	2,147,461	2,099,157	**2,118,445**	2,077,022	2,110,933	2,098,189
Total equity	4,752,481	5,044,231	**5,346,466**	5,658,247	5,953,092	6,290,262

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Cashflow Statement

For the four years ending 30 June 2029

	Actual 2023/24 $'000	Annual Forecast 2024/25 $'000	Proposed Budget 2025/26 $'000	Projected 2026/27 $'000	Projected 2027/28 $'000	Projected 2028/29 $'000
Cash Flows from Operating Activities						
Inflows						
Rates and charges	168,075	190,894	**205,239**	220,499	238,245	257,208
Statutory fees and fines	11,318	15,117	**15,416**	15,852	16,335	16,819
User fees	12,274	14,145	**14,822**	18,440	32,471	34,487
Grants - operating	18,417	39,928	**43,818**	45,058	46,430	47,805
Grants - capital	7,663	28,044	**44,123**	14,207	13,836	13,962
Contributions - monetary	32,876	88,448	**86,031**	126,849	106,808	126,700
Interest received	19,336	32,515	**33,961**	23,207	23,038	24,524
Trust funds and deposits taken	9,532	1,174	**1,209**	1,245	1,283	1,321
Other receipts	37,962	49,887	**21,985**	26,394	30,791	30,443
Net GST refund / payment	23,168	17,462	**21,582**	36,485	23,975	13,594
Outflows						
Employee Costs	(70,012)	(108,283)	**(92,061)**	(99,100)	(101,923)	(108,834)
Materials and Services	(147,414)	(175,101)	**(159,652)**	(167,129)	(171,940)	(176,630)
Net Cash provided by/(used in) operating activities	123,195	194,230	**236,474**	262,007	259,348	281,398
Cash Flows from Investing Activities						
Payments for property, infrastructure, plant and equipment	(114,943)	(153,262)	**(245,545)**	(457,938)	(282,274)	(216,766)
Proceeds from sale of property, infrastructure, plant and equipment	5,110					
Payments for Investments, other properties and intangibles	(14,816)	(16,595)	**-**	-	-	(11,219)
Proceeds from Sale of Investments			**20,400**	179,112	46,515	-
Net Cash provided by/(used in) investing activities	(124,649)	(169,857)	**(225,145)**	(278,826)	(235,759)	(227,985)
Cash Flows from Financing Activities						
Repayment of borrowings	(2,608)	(2,912)	**(6,327)**	(13,828)	(21,170)	(22,020)
Finance Costs	(197)	(135)	**(1,023)**	(2,428)	(3,226)	(2,376)
Proceeds from Borrowings	-	3,300	**25,703**	44,558	36,833	-
Interest Paid - Lease Liability	(20)	(72)	**(90)**	(50)	(15)	(1)
Repayment of Lease Liability	(351)	(373)	**(803)**	(846)	(449)	(106)
Net Cash provided by/(used in) financing activities	(3,176)	(192)	**17,460**	27,406	11,973	(24,503)
Net Increase/(Decrease) in Cash and Cash Equivalents	(4,630)	24,181	**28,789**	10,586	35,563	28,910
CASH POSITION						
Cash on Hand at the beginning of the year	23,401	18,771	**42,952**	71,741	82,327	117,890
Net Increase/(Decrease) in Cash and Cash Equivalents	(4,630)	24,181	**28,789**	10,586	35,563	28,910
Cash on Hand at the end of the year	18,771	42,952	**71,741**	82,327	117,890	146,800
plus Other Financial Assets CA - Term Deposits	236,000	300,000	**270,000**	81,000	24,300	25,029
plus Other Financial Assets NCA - Term Deposits	324,673	320,000	**329,600**	339,488	349,673	360,163
Cash on Hand plus Term Deposits	579,444	662,952	**671,341**	502,815	491,862	531,992

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Capital Works Statement

For the four years ending 30 June 2029

	Actual 2023/24 $'000	Annual Forecast 2024/25 $'000	Proposed Budget 2025/26 $'000	Projected 2026/27 $'000	Projected 2027/28 $'000	Projected 2028/29 $'000
Property						
Land	3,510	-	**28,549**	17,165	18,242	42,366
Total land	**3,510**	**-**	**28,549**	**17,165**	**18,242**	**42,366**
Buildings	36,415	40,380	**64,704**	76,290	39,555	59,320
Building improvements	-	3,404	**2,462**	192	1,996	3,919
Total buildings	**36,415**	**43,784**	**67,166**	**76,482**	**41,551**	**63,239**
Total property	**39,925**	**43,784**	**95,715**	**93,647**	**59,793**	**105,605**
Plant and equipment						
Plant, machinery and equipment	28	274	**458**	4,806	356	378
Fixtures, fittings and furniture	74	365	**354**	271	288	305
Computers and telecommunications	674	-	**131**	-	-	-
Library books	526	589	**600**	922	950	978
Total plant and equipment	**1,302**	**1,228**	**1,543**	**5,999**	**1,594**	**1,661**
Infrastructure						
Roads	49,828	46,291	**32,857**	79,632	41,042	13,140
Bridges	902	989	**2,917**	7,240	24,427	240
Footpaths and cycleways	3,764	3,588	**15,248**	16,919	5,388	4,571
Drainage	1,703	929	**910**	1,270	710	1,074
Recreational, leisure and community facilities	14,705	35,835	**54,593**	198,602	111,112	65,480
Parks, open space and streetscapes		6,569	**12,268**	10,966	11,996	7,427
Off street car parks	568	103	**655**	-	-	-
Other infrastructure	2,019	13,946	**9,112**	3,593	2,209	1,713
Total infrastructure	**73,489**	**108,250**	**128,560**	**318,222**	**196,884**	**93,645**
Total capital works expenditure	**114,716**	**153,262**	**225,818**	**417,868**	**258,271**	**200,911**
Represented by:						
New asset expenditure	58,886	85,102	**150,304**	297,161	212,141	174,471
Asset renewal expenditure	17,489	7,677	**15,430**	8,384	11,032	13,772
Asset expansion expenditure	4,250	-	**-**	-	-	-
Asset upgrade expenditure	34,091	60,483	**60,084**	112,323	35,098	12,668
Total capital works	**114,716**	**153,262**	**225,818**	**417,868**	**258,271**	**200,911**
Funding sources represented by:						
Grants	10,513	28,243	**44,291**	11,665	14,064	14,000
Contributions	12,087	276	**35,090**	72,866	75,591	83,047
Council Cash	92,116	124,743	**120,734**	288,779	131,783	103,864
Borrowings		-	**25,703**	44,558	36,833	-
Total capital works expenditure	**114,716**	**153,262**	**225,818**	**417,868**	**258,271**	**200,911**

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Statement of Human Resources

For the four years ending 30 June 2029

TOTAL STAFF EXPENDITURE	Annual Forecast 2024/25 $'000	Proposed Budget 2025/26 $'000	Projected 2026/27 $'000	Projected 2027/28 $'000	Projected 2028/29 $'000
Staff expenditure					
Employee costs - operating	82,395	**93,259**	99,623	102,104	109,461
Employee costs - capital	10,722	**13,649**	10,068	14,237	13,360
Total staff expenditure ##	**93,117**	**106,908**	**109,691**	**116,341**	**122,821**

Includes other indirect labour costs eg, Psychometric testing & Medical checks

	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees - operating	723.9	**788.8**	820.2	848.7	874.1
Employees - capital	83.9	**90.9**	94.6	98.1	101.1
Total staff numbers	**807.8**	**879.7**	**914.8**	**946.8**	**975.2**

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Directorate	Proposed Budget 2025/26 $'000	Comprises: Full Time Perm $'000	Part Time Perm $'000	Casual / Temporary $'000
City Delivery	18,641	15,813	2,440	388
City Futures	14,288	13,931	357	-
City Life	36,649	22,705	12,466	1,478
Office of the CEO	13,851	12,532	1,254	65
Organisational Performance	18,987	18,831	156	-
Total Staff Expenditure	**102,416**	**83,812**	**16,673**	**1,931**
Efficiency Factor	(10,000)			
Capitalised labour costs	13,649			
Other employee related expenditure	843			
Total Expenditure	**106,908**			

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Directorate	Proposed Budget 2025/26 FTE	Comprises: Full Time Perm FTE	Part Time Perm FTE	Casual / Temporary FTE
City Delivery	159.1	127.5	28.3	3.3
City Futures	106.2	102.7	3.5	-
City Life	290.4	173.7	106.8	9.9
Office of the CEO	98.6	85.2	12.9	0.5
Organisational Performance	134.5	133.2	1.3	-
Total Staff Expenditure	**788.8**	**622.3**	**152.8**	**13.7**

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Statement of Changes in Equity

For the four years ending 30 June 2029

	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	$'000	$'000	$'000	$'000
Forecast 2024/25				
Balance at beginning of the financial year	4,752,481	2,605,020	1,635,811	511,650
Surplus/(deficit) for the year	350,691	350,691	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer (to)/from reserves	(58,941)	(10,637)	-	(48,304)
Balance at end of financial year	**5,044,231**	**2,945,074**	**1,635,811**	**463,346**
Budget 2025/26				
Balance at beginning of the financial year	5,044,231	2,945,074	1,635,811	463,346
Surplus/(deficit) for the year	302,235	302,235	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer (to)/from reserves	(0)	(19,288)	-	19,288
Balance at end of financial year	**5,346,466**	**3,228,022**	**1,635,811**	**482,634**
2026/27				
Balance at beginning of the financial year	5,346,466	3,228,022	1,635,811	482,634
Surplus/(deficit) for the year	311,781	311,781	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer (to)/from reserves	(0)	41,422	-	(41,422)
Balance at end of financial year	**5,658,247**	**3,581,225**	**1,635,811**	**441,211**
2027/28				
Balance at beginning of the financial year	5,658,247	3,581,225	1,635,811	441,211
Surplus/(deficit) for the year	294,845	294,845	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer (to)/from reserves	0	(33,911)	-	33,911
Balance at end of financial year	**5,953,092**	**3,842,159**	**1,635,811**	**475,122**
2028/29				
Balance at beginning of the financial year	5,953,092	3,842,159	1,635,811	475,122
Surplus/(deficit) for the year	337,170	337,170	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer (to)/from reserves	0	12,745	-	(12,745)
Balance at end of financial year	**6,290,262**	**4,192,074**	**1,635,811**	**462,378**

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Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2029

	Annual Forecast 2024/25 $'000	Proposed Budget 2025/26 $'000	Projected 2026/27 $'000	Projected 2027/28 $'000	Projected 2028/29 $'000
City Delivery					
Permanent - Full Time	***14,385***	***15,813***	***16,938***	***17,964***	***18,963***
Male	7,784	8,557	9,172	9,728	10,267
Female	6,521	7,168	7,677	8,144	8,589
Persons of self-described gender	80	88	89	92	107
Permanent - Part Time	***2,220***	***2,440***	***2,611***	***2,767***	***2,921***
Male	447	491	524	555	588
Female	1,710	1,880	2,016	2,139	2,249
Persons of self-described gender	63	69	71	73	84
Casual - Temporary	***353***	***388***	***412***	***435***	***458***
Male	246	270	291	298	318
Female	107	118	121	137	140
Persons of self-described gender	-	-	-	-	-
Total City Delivery	**16,958**	**18,641**	**19,961**	**21,166**	**22,342**
City Futures					
Permanent - Full Time	***12,983***	***13,931***	***14,922***	***15,825***	***16,705***
Male	6,827	7,325	7,852	8,321	8,778
Female	6,042	6,484	6,958	7,375	7,780
Persons of self-described gender	114	122	112	129	147
Permanent - Part Time	***333***	***357***	***378***	***399***	***419***
Male	57	61	63	65	66
Female	276	296	315	334	353
Persons of self-described gender	-	-	-	-	-
Casual - Temporary	***-***	***-***	***-***	***-***	***-***
Male	-	-	-	-	-
Female	-	-	-	-	-
Persons of self-described gender	-	-	-	-	-
Total City Futures	**13,316**	**14,288**	**15,300**	**16,224**	**17,124**
City Life					
Permanent - Full Time	***20,553***	***22,705***	***24,317***	***25,793***	***27,231***
Male	4,899	5,412	5,803	6,155	6,493
Female	15,536	17,163	18,379	19,500	20,582
Persons of self-described gender	118	130	135	138	156
Permanent - Part Time	***11,283***	***12,466***	***13,356***	***14,171***	***14,968***
Male	1,056	1,167	1,250	1,331	1,402
Female	10,015	11,065	11,854	12,581	13,288
Persons of self-described gender	212	234	252	259	278
Casual - Temporary	***1,337***	***1,478***	***1,584***	***1,687***	***1,777***
Male	162	179	185	205	210
Female	1,175	1,299	1,399	1,482	1,567
Persons of self-described gender	-	-	-	-	-
Total City Life	**33,173**	**36,649**	**39,257**	**41,651**	**43,976**

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Summary of Planned Human Resources Expenditure (cont)

For the four years ending 30 June 2029

	Annual Forecast 2024/25 $'000	Proposed Budget 2025/26 $'000	Projected 2026/27 $'000	Projected 2027/28 $'000	Projected 2028/29 $'000
Office of CEO					
Permanent - Full Time	***9,575***	***12,532***	***13,424***	***14,240***	***15,042***
Male	2,563	3,354	3,591	3,820	4,027
Female	6,900	9,031	9,666	10,265	10,840
Persons of self-described gender	112	147	167	155	175
Permanent - Part Time	***958***	***1,254***	***1,342***	***1,427***	***1,505***
Male	44	58	60	62	74
Female	877	1,147	1,232	1,303	1,378
Persons of self-described gender	37	49	50	62	53
Casual - Temporary	***50***	***65***	***67***	***69***	***70***
Male	-	-	-	-	-
Female	50	65	67	69	70
Persons of self-described gender	-	-	-	-	-
Total Office of the CEO	**10,583**	**13,851**	**14,833**	**15,736**	**16,617**
Organisational Performance					
Permanent - Full Time	***13,354***	***18,831***	***20,167***	***21,387***	***22,580***
Male	6,417	9,048	9,698	10,283	10,862
Female	6,937	9,783	10,469	11,104	11,718
Persons of self-described gender	-	-	-	-	-
Permanent - Part Time	***111***	***156***	***173***	***177***	***182***
Male	-	-	-	-	-
Female	111	156	173	177	182
Persons of self-described gender	-	-	-	-	-
Casual - Temporary	***-***	***-***	***-***	***-***	***-***
Male	-	-	-	-	-
Female	-	-	-	-	-
Persons of self-described gender	-	-	-	-	-
Total Organisational Performance	**13,465**	**18,987**	**20,340**	**21,564**	**22,762**
Grand Totals ##	**87,495**	**102,416**	**109,691**	**116,341**	**122,821**

Excludes other indirect labour costs eg, Psychometric testing & Medical checks

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Summary of Planned Human Resources by FTE

For the four years ending 30 June 2029

	Annual Forecast 2024/25 FTE	Proposed Budget 2025/26 FTE	Projected 2026/27 FTE	Projected 2027/28 FTE	Projected 2028/29 FTE
City Delivery					
Permanent - Full Time	***138.0***	***127.5***	***132.6***	***137.2***	***141.3***
Male	74.4	69.0	71.8	74.3	76.5
Female	63.6	57.8	60.1	62.2	64.0
Persons of self-described gender	0.0	0.7	0.7	0.7	0.8
Permanent - Part Time	***25.7***	***28.3***	***29.4***	***30.4***	***31.3***
Male	4.5	5.7	5.9	6.1	6.3
Female	21.2	21.8	22.7	23.5	24.1
Persons of self-described gender	0.0	0.8	0.8	0.8	0.9
Casual - Temporary	***3.8***	***3.3***	***3.4***	***3.5***	***3.6***
Male	2.8	2.3	2.4	2.4	2.5
Female	1.0	1.0	1.0	1.1	1.1
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total City Delivery	**167.5**	**159.1**	**165.4**	**171.1**	**176.2**
City Futures					
Permanent - Full Time	***102.7***	***102.7***	***106.8***	***110.5***	***113.8***
Male	53.9	54.0	56.2	58.1	59.8
Female	48.8	47.8	49.8	51.5	53.0
Persons of self-described gender	0.0	0.9	0.8	0.9	1.0
Permanent - Part Time	***2.6***	***3.5***	***3.6***	***3.7***	***3.8***
Male	0.9	0.6	0.6	0.6	0.6
Female	1.7	2.9	3.0	3.1	3.2
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Casual - Temporary	***0.0***	***0.0***	***0.0***	***0.0***	***0.0***
Male	0.0	0.0	0.0	0.0	0.0
Female	0.0	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total City Futures	**105.3**	**106.2**	**110.4**	**114.2**	**117.6**
City Life					
Permanent - Full Time	***173.9***	***173.7***	***180.6***	***186.9***	***192.5***
Male	39.3	41.4	43.1	44.6	45.9
Female	134.6	131.3	136.5	141.3	145.5
Persons of self-described gender	0.0	1.0	1.0	1.0	1.1
Permanent - Part Time	***105.6***	***106.8***	***111.1***	***115.0***	***118.5***
Male	9.0	10.0	10.4	10.8	11.1
Female	95.2	94.8	98.6	102.1	105.2
Persons of self-described gender	1.4	2.0	2.1	2.1	2.2
Casual - Temporary	***8.3***	***9.9***	***10.3***	***10.7***	***11.0***
Male	1.5	1.2	1.2	1.3	1.3
Female	6.8	8.7	9.1	9.4	9.7
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total City Life	**287.8**	**290.4**	**302.0**	**312.6**	**322.0**

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Summary of Planned Human Resources by FTE (cont)

For the four years ending 30 June 2029

	Annual Forecast 2024/25 FTE	Proposed Budget 2025/26 FTE	Projected 2026/27 FTE	Projected 2027/28 FTE	Projected 2028/29 FTE
Office of CEO					
Permanent - Full Time	***65.3***	***85.2***	***88.6***	***91.7***	***94.5***
Male	13.2	22.8	23.7	24.6	25.3
Female	52.1	61.4	63.8	66.1	68.1
Persons of self-described gender	0.0	1.0	1.1	1.0	1.1
Permanent - Part Time	***13.8***	***12.9***	***13.4***	***13.9***	***14.3***
Male	0.6	0.6	0.6	0.6	0.7
Female	13.2	11.8	12.3	12.7	13.1
Persons of self-described gender	0.0	0.5	0.5	0.6	0.5
Casual - Temporary	***0.5***	***0.5***	***0.5***	***0.5***	***0.5***
Male	0.0	0.0	0.0	0.0	0.0
Female	0.5	0.5	0.5	0.5	0.5
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total Office of the CEO	**79.6**	**98.6**	**102.5**	**106.1**	**109.3**
Organisational Performance					
Permanent - Full Time	***82.9***	***133.2***	***138.5***	***143.3***	***147.6***
Male	38.3	64.0	66.6	68.9	71.0
Female	44.6	69.2	71.9	74.4	76.6
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Permanent - Part Time	***0.8***	***1.3***	***1.4***	***1.4***	***1.4***
Male	0.0	0.0	0.0	0.0	0.0
Female	0.8	1.3	1.4	1.4	1.4
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Casual - Temporary	***0.0***	***0.0***	***0.0***	***0.0***	***0.0***
Male	0.0	0.0	0.0	0.0	0.0
Female	0.0	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total Organisational Performance	**83.7**	**134.5**	**139.9**	**144.7**	**149.0**
Grand Totals ##	**723.9**	**788.8**	**820.2**	**848.7**	**874.1**

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4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget. As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2025/26 the FGRS cap has been set at 3%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 3% in line with the rate cap.

This will raise total rates and charges for 2025/26 to $206,022m.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2024/25 Forecast Actual $'000	2025/26 Budget $'000	Change $'000	Change %
General rates*	147,017	**157,823**	10,806	7.4%
Municipal charge*	14,530	**17,556**	3,026	20.8%
Waste management charge	24,000	**24,878**	878	3.7%
Environmental enhancement rebate	(1,633)	**(1,962)**	(329)	20.1%
Council pensioner rebate	(750)	**(748)**	2	-0.3%
Supplementary rates and rate adjustments	6,260	**6,627**	367	5.9%
Interest on rates and charges	1,578	**1,848**	270	17.1%
Total rates and charges	191,002	**206,022**	15,020	7.9%

*These items are subject to the rate cap established under the FGRS.

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2024/25 cents/$CIV	2025/26 cents/$CIV	Change
General Rate	0.22079	**0.21158**	-4.17%
Vacant Land	0.33119	**0.35969**	8.61%
Extractive Industry Land	0.63588	**0.60935**	-4.17%
Commercial/Industrial Developed Land	0.35326	**0.33853**	-4.17%
Commercial/Industrial Vacant Land	0.44158	**0.47606**	7.81%
Retirement Village Land	0.18767	**0.17984**	-4.17%
Rural Living Land	0.19871	**0.19042**	-4.17%
Rural Land	0.15897	**0.15234**	-4.17%
Urban Growth Land	0.16559	**0.16926**	2.22%

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4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year.

Type or class of land	2024/25 $'000	2025/26 $'000	Change $'000	Change %
General Rate	105,382	**110,213**	4,831	4.6%
Vacant Land	14,256	**13,564**	(692)	-4.9%
Extractive Industry Land	311	**306**	(5)	-1.6%
Commercial/Industrial Developed Land	17,924	**23,035**	5,111	28.5%
Commercial/Industrial Vacant Land	4,370	**4,679**	309	7.1%
Retirement Village Land	454	**453**	(1)	-0.2%
Rural Living Land	787	**805**	18	2.3%
Rural Land	2,178	**2,477**	299	13.7%
Urban Growth Land	1,355	**2,291**	936	69.1%
Sub-Total	*147,017*	***157,823***	*10,806*	*7.4%*
Less EER Rebate	(1,892)	**(1,962)**	(70)	3.7%
Less Pension Rebate	(700)	**(748)**	(48)	6.9%
Total amount to be raised by general rates	144,425	**155,113**	21,494	14.9%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2024/25 Number	2025/26 Number	Change Number	Change %
General Rate	72,480	**78,442**	5,962	8.2%
Vacant Land	10,591	**8,644**	(1,947)	-18.4%
Extractive Industry Land	8	**8**	-	0.0%
Commercial/Industrial Developed Land	3,549	**3,792**	243	6.8%
Commercial/Industrial Vacant Land	433	**466**	33	7.6%
Retirement Village Land	560	**560**	-	0.0%
Rural Living Land	227	**227**	-	0.0%
Rural Land	547	**546**	(1)	-0.2%
Urban Growth Land	203	**203**	-	0.0%
Total number of assessments	88,598	**92,888**	4,290	4.8%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year.

Type or class of land	2024/25 $'000	2025/26 $'000	Change $'000	Change %
General Rate	47,729,340	**52,090,248**	4,360,908	9.1%
Vacant Land	4,304,517	**3,770,998**	(533,519)	-12.4%
Extractive Industry Land	49,000	**50,300**	1,300	2.7%
Commercial/Industrial Developed Land	5,073,696	**6,804,465**	1,730,769	34.1%
Commercial/Industrial Vacant Land	989,735	**982,918**	(6,817)	-0.7%
Retirement Village Land	241,970	**252,070**	10,100	4.2%
Rural Living Land	396,250	**422,740**	26,490	6.7%
Rural Land	1,369,850	**1,625,745**	255,895	18.7%
Urban Growth Land	818,125	**1,353,790**	535,665	65.5%
Total value of land	60,972,483	**67,353,274**	6,380,791	10.5%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property 2024/25 $	Per Rateable Property 2025/26 $	Change $	Change %
Municipal	164	**189**	25	15.2%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year.

Type of Charge	2024/25 $	2025/26 $	Change $	Change %
Municipal	14,359	**17,556**	3,197	22.3%

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4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property 2024/25 $	Per Rateable Property 2025/26 $	Change $	Change %
Waste Service – Option A 120L Garbage, 240L Recycling, 240L Green	300	**308**	8	2.7%
Waste Service – Option C 120L Garbage, 240L Recycling, 120L Green	300	**308**	8	2.7%
Waste Service – Option E 120L Garbage, 240L Recycling	300	**308**	8	2.7%
Waste Service – Additional bin	160	**164**	4	2.5%
Waste Service – Option B * 80L Garbage, 240L Recycling, 240L Green	300	**308**	8	2.7%
Waste Service – Option D * 80L Garbage, 240L Recycling, 120L Green	300	**308**	8	2.7%
Waste Service – Option F * 80L Garbage, 240L Recycling	300	**308**	8	2.7%

These Waste Services are no longer offered. Council has one standard Waste Service including 120L Garbage, 240L Recycling. A 120L or 240L Green bin can be provided free of charge.

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year.

Type of Charge	2024/25 $	2025/26 $	Change $	Change %
Waste Service	24,175	**24,878**	703	2.9%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year.

	2024/25 $'000	2025/26 $'000	Change $'000	Change %
Rates and charges after rebates	144,425	**155,113**	10,688	7.4%
Municipal charge	14,359	**17,556**	3,197	22.3%
Waste service charge	24,175	**24,878**	703	2.9%
Supplementary rates (including new Waste Services)	7,938	**6,627**	(1,311)	-16.5%
Total rates and charges	**190,897**	**204,174**	13,277	7.0%

4.1.1(l) Fair Go Rates System Compliance

Melton City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2024/25	2025/26
Total Rates	$ 157,235,654	$ 170,310,912
Number of rateable properties	88,598	92,888
Base Average Rate	$ 1,775	$ 1,834
Maximum Rate Increase (set by the State Government)	2.75%	3.00%
Capped Average Rate	$ 1,823	$ 1,889
Maximum General Rates and Municipal Charges Revenue	$ 161,555,988	$ 175,420,239
Budgeted General Rates and Municipal Charges Revenue	$ 161,547,078	$ 175,379,297
Budgeted Supplementary Rates	$ 7,938,219	$ 6,627,119
Budgeted Total Rates and Municipal Charges Revenue	$ 169,485,297	$ 182,006,416

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges.

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2025/26: estimated $6,627,119 and 2024/25: $7,938,219)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates.

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council believe each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate are set out below.

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General Rate

General Rate is any land which does not have the characteristics of:

1. Vacant Land;
2. Extractive Industry Land;
3. Commercial/Industrial Developed Land;
4. Commercial/Industrial Vacant Land;
5. Retirement Village Land;
6. Rural Living Land;
7. Rural Land; or
8. Urban Growth Land.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.
The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.
The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Vacant Land

Vacant Land is any land:

1. on which no building with an approved occupancy permit is erected;
2. located in a precinct structure plan, and with an approved planning permit for residential subdivision; and
3. which does not have the characteristics of:
   3.1 Commercial/Industrial Vacant Land;
   3.2 Rural Living Land;
   3.3 Rural Land; or
   3.4 Urban Growth Land.

The objective of this differential is to encourage the development of land for non-commercial and non-industrial purposes, and ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To discourage land banking, and ensure an adequate supply of residential zoned land to the market demand.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.
The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

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Extractive Industry Land

Extractive Industry Land is any land which is:

1. used primarily for the extraction or removal of stone, including the treatment of stone; and
2. located within a Special Use Zone 1 under the Melton Planning Scheme.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Commercial/Industrial Developed Land

Commercial/Industrial Developed land is any land which:

1. Is used or adapted or designed to be used primarily for commercial or industrial purposes; or
2. Does not have the characteristics of Extractive Industry Land.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the capacity of such land to be used to yield income and the demands such land make on Council's infrastructure. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

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Commercial/Industrial Vacant Land

Commercial/Industrial Vacant Land is any land:

1. On which no building with an approved occupancy permit is erected; and
2. Which is located within:
   2.1 a Business 1 Zone
   2.2 a Comprehensive Development Zone;
   2.3 a Mixed Use Zone;
   2.4 an Industrial Zone 1;
   2.5 an Industrial Zone 3;
   2.6 Special Use Zone 4;
   2.7 Special Use Zone 3;
   2.8 Special Use Zone 6;
   2.9 Special Use Zone 7; or
   2.10 Urban Growth Zone located in a precinct structure plan, and with an approved planning permit for commercial/industrial use under the Melton Planning Scheme.

The objective of this differential is to encourage the commercial/industrial development and ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To discourage land banking, and ensure an adequate supply of commercial/industrial zoned land to the market demand.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Retirement Village Land

Retirement Village Land is any land which is located within a retirement village land under the Retirement Villages Act 1986.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. Recognition of the services undertaken by the retirement village sector.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

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Rural Living Land

Rural Living Land is any land which is:

1. Two (2) or more hectares but less than ten (10) hectares in area; and
2. Located within:
   2.1 a Green Wedge A Zone;
   2.2 a Green Wedge Zone;
   2.3 a Rural Conservation Zone;
   2.4 a Farming Zone; or
   2.5 Special Use Zone 5.
   under the Melton Planning Scheme.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To assist in the maintenance of rural properties.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Rural Land

Rural Land is any land which is:

1. Ten (10) hectares or more in area; and
2. Located within:
   2.1 a Green Wedge A Zone;
   2.2 a Green Wedge Zone;
   2.3 a Rural Conservation Zone;
   2.4 a Farming Zone; or
   2.5 Special Use Zone 5.
   under the Melton Planning Scheme.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district;
6. To recognise the impact of urban land speculation on the valuation of farm land; and
7. To encourage agricultural activity.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

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Urban Growth Land

Urban Growth Land is any land which is:

1. Two (2) or more hectares in area; and
2. Located within an Urban Growth Zone under the Melton Planning Scheme in respect of which no precinct structure plan has been approved.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the capacity of such land to be developed (or future developed) and the demands that such land make on Council's infrastructure. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. Planning & preparation of Precinct Structure Plan.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

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4.1.2 Statutory fees and fines

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Infringement and Costs	4,975	**4,763**	(211)	-4.2%
Permit Fees and other Registration Fees	6,103	**5,976**	(128)	-2.1%
Town Planning Fees	2	**3**	2	100.0%
Court Recoveries	455	**519**	65	14.2%
Land Information Certificates	288	**367**	79	27.3%
Refund- Statutory Fees	(6)	**(2)**	4	-66.7%
Other Statutory Fees	1,094	**933**	(161)	-14.7%
Property Information Requests	1,550	**1,509**	(41)	-2.7%
Total statutory fees and fines	14,460	**14,068**	(393)	-2.7%

4.1.2 Statutory fees and fines ($0.393 million decrease)
Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include animal registrations, Health Act registrations and parking infringement fines. Increases in statutory fees are made in accordance with legislative requirements.

Statutory fees and fines are projected to decrease by $0.393 million or 2.7% compared to the 2024/25 forecast. The decrease is mainly related to the 'Infringements' category which is driven by anticipated parking fine revenue and local laws income; the 'Other Statrutory Fees' category driven by open space planning and landscaping fees; and the 'Permit Fees & Other Registration Fees' category driven by the subdivision plan checking fee.

4.1.3 User fees

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Aged and Health Services Client Fees	772	**675**	(97)	-12.6%
Child, Family and Youth Service Client Fees	69	**565**	496	719.4%
Child, Family and Youth Service Levies	232	**373**	141	60.6%
Child, Family and Youth Service Other Fees	25	**68**	43	171.2%
Funeral Services Fees	126	**91**	(35)	-27.6%
Leisure and Recreation Client Fees	2	**1**	(1)	-58.3%
Leisure and Recreation Registration Fees	58	**59**	2	2.6%
Non Standard Street Lighting Fees	450	**383**	(68)	-15.0%
Other Fees and Charges	438	**427**	(11)	-2.4%
Planning, Application and Permit Fees	2,147	**2,388**	241	11.2%
Rental	2,600	**2,927**	327	12.6%
Subdivision Fees	6,000	**5,100**	(900)	-15.0%
Supplementary Valuation Fees	287	**469**	182	63.4%
Total user fees	13,206	**13,526**	320	2.4%

4.1.3 User fees ($0.320 million increase)
User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. In setting the budget, the key principle for determining the level of user charges has been to ensure that increases are in line with the increases in the cost of providing the services and/or market pricing levels.

User fees and charges are projected to increase by $0.320 million or 2.4% over the 2024/25 Forecast. This increase is mainly due to increase in 'Planning, Application and Permit Fees' and 'Rental Income' related to Caroline Springs Leisure Centre, Cobblebank Indoor Sports Stadium and Community Centres. This increase is partially offset by a decrease in Subdivision Fees.

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4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Grants were received in respect of the following:				
Summary of grants				
(a) Commonwealth funded grants	30,320	**62,305**	31,985	105.5%
(b) State funded grants	39,664	**25,970**	(13,693)	-34.5%
Total grants received	69,983	**88,276**	18,292	26.1%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Community support and development	1,619	**1,676**	57	3.5%
Financial Assistance Grant	24,869	**27,333**	2,465	9.9%
Maternal and Child Health	13	**13**	(1)	-5.1%
Aged care	2,020	**2,061**	41	2.0%
Other	351	**322**	(29)	-8.3%
Recurrent - State Government				
Aged care	570	**585**	14	2.5%
Community support and development	181	**204**	23	12.5%
Families and Children	2,661	**2,216**	(445)	-16.7%
Libraries	1,070	**1,068**	(2)	-0.2%
Maternal and Child Health	5,725	**6,181**	457	8.0%
Youth services	1,409	**1,384**	(25)	-1.8%
Other	109	**118**	9	8.0%
Recreation & Leisure	3	**3**	-	0.0%
Total recurrent grants	40,601	**43,164**	2,563	6.3%
Non-recurrent - State Government				
Community support and development	389	**480**	91	23.5%
Environment	-	**300**	300	100.0%
Families and Children	2	**-**	(2)	-100.0%
Youth services	140	**-**	(140)	-100.0%
Libraries	40	**41**	1	2.5%
Total non-recurrent grants	571	**821**	250	43.8%
Total operating grants	41,172	**43,985**	2,813	6.8%
(b) Capital Grants				
Non-recurrent - Commonwealth Government				
Roads	1,261	**-**	(1,261)	-100.0%
Recreation & Leisure	-	**15,450**	15,450	100.0%
Buildings	57	**15,450**	15,393	27148.7%
Non-recurrent - State Government				
Buildings	17,479	**9,518**	(7,961)	-45.5%
Roads	1,408	**3,074**	1,666	118.3%
Libraries	156	**-**	(156)	-100.0%
Footpaths & Cycleways	2,867	**472**	(2,394)	-83.5%
Parks and Open Spaces	2,075	**-**	(2,075)	-100.0%
Recreation & Leisure	2,752	**206**	(2,546)	-92.5%
Traffic Management	457	**121**	(336)	-73.5%
Other Infrastructure	150	**-**	(150)	-100.0%
Total non-recurrent grants	28,662	**44,291**	15,629	54.5%
Recurrent - Commonwealth Government				
Roads	130	**-**	(130)	-100.0%
Recurrent - State Government				
Parks and Open Spaces	20	**-**	(20)	-100.0%
Total recurrent grants	150	**-**	(150)	-100.0%
Total capital grants	28,812	**44,291**	15,479	53.7%
Total Grants	69,983	**88,276**	18,292	26.1%

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4.1.4 Total Grant Income ($18.292 million increase)
Total grant income includes all monies received from State and Commonwealth Government for both capital and operating purposes. Overall grant funding is set to increase by $18.292 million (or 26.1% over the 2024-25 forecast) to $88.276 million. Of this, Commonwelath Governement funded grants are $62.305 million or 71% of total budgeted grant income and State Government funded grants are $25.970 million or 29%. This represents an increase in Commonwealth funded grants by $31.985 million or 105.5% while State funded grants have decreased by $13.693 million or 34.5%.

4.1.4 (a) Operating Grants ($2.813 million increase)
Operating grants include all monies received from State and Commonwealth Government for the purposes of funding the delivery of Council's services to ratepayers. Operating grant income is budgeted to increase by $2.813 million or 6.8% over the 2024/25 Forecast. This is mainly due to an increase in Financial Assistance Grant income, Local Roads Funding from the Commonwealth Government, Maternal & Child Health Services Funding from Victorian State Government.

4.1.4 (b) Capital Grants ($15.479 million increase)
Capital grants include all monies received from the State and Commonwealth Government & Community sources for the purpose of funding the capital works program. Overall budgeted grant income is set to increase by $15.479 million or 53.7% over the 2024/25 Forecast. This increase is mainly due to the funding for Recreation and Leisure (mainly for Plumpton Aquatic & Leisure Centre), Buildings (mainly for Cobblebank Community Services Hub, Weir Views Childrens and Community Centre & Deanside Community Centre and Neighbourhood) & Roads (mainly for Taylors Road and Sincliars Roads Signalised, Taylors Road and Westwood Drive Signalised & Exford Road/Wilson Road and Exford Road/ Northcott Street Intersection Upgrade). The following summarises the budgeted capital grant income by asset category and project.

Buildings	$ million	Roads	$ million
Cobblebank Community Services Hub	15.450	Taylors Road and Sinclairs Road Signalised Intersection	1.039
Weir Views Childrens and Community Centre	4.368	Taylors Road and Westwood Drive Signalised Intersection	1.039
Deanside Community Centre and Neighbourhood House	5.150	Exford Rd-Wilson Rd & Northcott St; Intersection Upgrade	0.996
Total Buildings	**24.968**		**3.074**
Footpaths and cycleways		**Recreational, Leisure and Community Facilities**	
Navan Park - Boardwalk Crossover	0.052	Ian Cowie Recreation Reserve, Rockbank	0.206
Caroline Springs Boulevard and Gourlay Road, CS	0.103	Plumpton Aquatic & Leisure Centre	15.450
Westwood Drive Shared Path, Ravenhall	0.318		**15.656**
Total Footpaths and cycleways	**0.472**		
Traffic Management Devices			
Exford Road and Mitchell Road, Melton South	0.121		
Total Traffic Management Devices	**0.121**		

4.1.5 Contributions

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Monetary	88,448	**86,031**	(2,417)	-2.7%
Non-monetary	195,797	**154,410**	(41,386)	-21.1%
Total contributions	284,245	**240,442**	(43,803)	-15.4%

4.1.5 Contributions ($43.803 million decrease)
Contributions comprise of two categories, Monetary represented by monies paid by developers in regard to Precinct Structure Plans (PSP), Developer Contribution Plans (DCP) and Infrastructure Contribution Plans (ICP); and Non-monetary which reflect the value of infrastructure assets (such as footpaths or drainage) completed by Developers with control passed on to the Council. Non-monetary contributions include gifted assets from subdivision activity as well as in-kind assets provided by developers to offset their DCP contributions payable to Council. Given the nature of these two revenue streams being based on levels of development being undertaken at a given point in time, they can be relatively inconsistent year on year.

Funds received from Monetary Contributions are set aside in Council Reserves to fund future capital works relating to public open space and the construction of infrastructure in accordance with planning permits issued for property development. These are expected to decrease in 2025/26 by $2.417 million or 2.7% in line with the level of anticipated new developments.

Non-monetary contributions are also expected to decrease in 2025/26 by $41.386 million or 21.1% as the level of developments reaching completion and subsequent assets being handed over to the Council is less than 2024/25 Forecast.

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4.1.6 Other income

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Interest on Investments	33,702	**33,961**	258	0.8%
Investment Property Rental	1,131	**871**	(260)	-23.0%
Insurance Recoveries	99	**15**	(84)	-84.8%
Sale of Merchandise and Consumables	297	**406**	109	36.5%
Sponsorships and Donations	39	**40**	1	3.2%
Photocopying	83	**85**	2	2.5%
Other	4,753	**4,792**	39	0.8%
Total other income	40,105	**40,171**	66	0.2%

4.1.6 Other Income ($0.066 million increase)
Other income relates to a range of items such as interest revenue on investments (excluding interest on rate arrears), and other miscellaneous income items. Other income is projected to increase by $0.066 million or 0.2% compared to 2024/25 Forecast mainly due to transition to the Victorian Funds Management Corporation (VFMC).

4.1.7 Employee costs

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Wages and Salaries (FT & PT)	60,129	**71,250**	11,121	18.5%
Casual Staff	1,719	**1,931**	212	12.3%
Annual Leave Loading	1,938	**1,597**	(341)	-17.6%
Long Service Leave	2,152	**2,491**	339	15.8%
Workcover	2,012	**2,358**	346	17.2%
Superannuation	10,094	**11,715**	1,621	16.1%
Fringe Benefits Tax	30	**31**	1	2.5%
Other	4,322	**1,886**	(2,436)	-56.4%
Total employee costs	82,395	**93,259**	10,863	13.2%

4.1.7 Employee costs ($10.863 million increase)
Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, annual leave loading, long service leave, superannuation, fringe benefits tax and work cover premium. Payments to contract employees are not included in this expenditure category.

Employee costs are budgeted to increase by $10.863 million or 13.2% compared to 2024/25 Forecast. This increase comprises of:
- An expected 3% increase to salary costs in line with the Enterprise Agreement (EA);
- An increase in the Superannuation Guarantee from 11.5% to 12%;
- An increase of 71.91 FTE from 807.8 to 879.7.

4.1.8 Materials and services

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Administrative support	4,129	**3,602**	(527)	-12.8%
Audit Fees	313	**324**	11	3.5%
Contract labour	3,914	**1,897**	(2,017)	-51.5%
Contract payments (incl. Waste Contracts)	61,294	**65,429**	4,135	6.7%
Contributions and donations	570	**1,015**	445	78.1%
General maintenance incl. vehicles	10,839	**13,097**	2,258	20.8%
Hire Charges	2,620	**2,938**	318	12.1%
Insurance	2,068	**2,471**	403	19.5%
IT Networking, Software, Hardware & Licencing	16,334	**12,813**	(3,521)	-21.6%
Legal Fees	1,752	**2,096**	344	19.7%
Minor Asset Purchases	1,910	**2,124**	213	11.2%
Other	3,544	**3,535**	(10)	-0.3%
Professional fees	7,306	**12,304**	4,997	68.4%
Program expenses	6,030	**5,960**	(70)	-1.2%
Subscriptions & Memberships	980	**1,150**	169	17.3%
Training, Seminars & Conferences & Other Staff Related Costs	900	**1,129**	229	25.5%
Utilities	8,568	**5,880**	(2,687)	-31.4%
Waste Services Levies	8,870	**9,265**	395	4.5%
Total materials and services	141,942	**147,027**	5,084	3.6%

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4.1.8 Materials and services ($5.084 million increase)
Materials and services comprises ongoing operational costs (other than Employee costs) incurred by the Council for providing services to community. This includes contractors engaged via agencies. Materials and services are projected to increase by $5.084 million or 3.6% compared to 2024/25 Forecast due to:
- An increase in estimated General Maintenance;
- An increase in estimated Contract Payments driven by contractual agreements;
- An increase in estimated Professional & Legal Fees;

The increase is partially offset by-
- A decrease in estimated Contract Labour;
- A decrease in estimated IT Networking, Software, Hardware & Licencing;
- A decrease in estimated Utilities.

4.1.9 Depreciation

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Property	9,227	**10,410**	1,183	12.8%
Plant & equipment	3,482	**3,543**	61	1.8%
Infrastructure	50,504	**54,505**	4,001	7.9%
Total depreciation	63,212	**68,457**	5,245	8.3%

4.1.9 Depreciation ($5.245 million increase)
Depreciation is projected to increase by $5.245 million or 8.3% from 2024/25 Forecast. This increase is mainly due to the increase in the value of Council's infrastructure assets. This is due to increasing levels of capital expenditure, the impact of asset revaluations as well as ongoing acquisition of substantial levels of contributed assets from Precinct Structure Plan (PSP) & in-kind assets transferred over to the Council each year from completed development works within the municipality.

4.1.10 Amortisation - Intangible assets

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Intangible assets	327	**590**	263	80.4%
Total amortisation - intangible assets	327	**590**	263	80.4%

4.1.10 Amortisation of Intangible Assets ($0.263 million increase)
The Amortisation of Intangiable Assets is set to increase by $0.263m or 80.4% due to additional amortisation for IT Software in 2025/26.

4.1.11 Depreciation - Right of use assets

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Furniture & Equipment	199	**579**	380	190.8%
Vehicles	280	**240**	(40)	-14.2%
Total depreciation - right of use assets	479	**819**	340	71.0%

4.1.11 Depreciation – Right of Use Assets ($0.340 million increase)
The depreciation of the right of use assets under lease arrangements are reported in accordance with current legislation. This expense is set to increase due to lease costs associated with parking sensors and the acquisition of a new multi function device printer in 2025/26.

4.1.12 Borrowing Costs

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Interest Expense	185	**1,023**	838	452.1%
Total other expenses	185	**1,023**	838	452.1%

4.1.12 Borrowing Costs ($0.838 million increase)
Borrowing costs are set to increase by $0.838m or 452.1% as a result of new borrowings to fund two major capital works projects being Cobblebank Community Services Hub $14.346 million and Plumpton Aquatic and Leisure Centre $11.357 million. Council is taking advantage of a competitive offering by Treasury Corporation of Victoria and in doing so is creating a needed contingency for capital projects. Since September 2021, the Victorian Government has provided loan facility support, with Treasury Corporation of Victoria being given the capacity to lend directly to Local Government entities.

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4.2 Balance Sheet

4.2.1 Assets

4.2.1.1 Current Assets ($0.700 million decrease)
Current assets in 2025/26 are projected to decrease by $0.700 million compared to 2024/25 Forecast. This is predominantly as a result of a decrease in cash and cash equivalents relating to monetary contributions from developers & VFMC (Victorian Funds Management Corporation) investments.

4.2.1.2 Non-Current Assets ($326.950 million increase)
Non-Current Assets are budgeted to increase by $326.950 million over the 2024/25 forecast. This is mainly attributable to the increase in property, plant and equipment resulting from developer contributed assets and the planned capital works program. The net increase of assets is partly offset by the depreciation of non-current assets plus the written down value of assets disposed during the year through sale of assets.

4.2.2 Liabilities

4.2.2.1 Current Liabilities ($9.013 million increase)
Current liabilities are expected to increase by $9.013 million over the 2024/25 Forecast. The increase is primarily due to the current component of the new loan borrowings referred to in 4.2.3 below as well as increases against trade & other payables and Precinct Structure Plan (PSP) creditors relating to Works in Kind and Land in Kind. These are assets provided in kind by developers that are budged to be delivered as per the schedules provided by developers.

4.2.2.2 Non-Current Liabilities ($15.001 million increase)
Non-current liabilities are expected to increase by $15.001 million. This increase is primarily due to the increase in loan borrowings in 2025/26 as referenced in 4.2.3 below.

4.2.3 Borrowings
The table below shows information on borrowings specifically required by the Regulations.

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Projections 2026/27 $'000	2027/28 $'000	2028/29 $'000
Amount borrowed as at 30 June of the prior year	3,536	**3,924**	23,300	54,030	69,694
Amount proposed to be borrowed	3,300	**25,703**	44,558	36,833	-
Amount projected to be redeemed	(2,912)	**(6,327)**	(13,828)	(21,170)	(22,020)
Amount of borrowings as at 30 June	3,924	**23,300**	54,030	69,694	47,674

4.2.3 Borrowings ($22.403 million increase)
Borrowings are set to increase by $22.403 million to $25.703 million as a result of new borrowings to fund two major capital works projects being Cobblebank Community Services Hub $14.346 million and Plumpton Aquatic and Leisure Centre $11.357 million. Council is taking advantage of a competitive offering by Treasury Corporation of Victoria and in doing so is creating a needed contingency for capital projects. Since September 2021, the Victorian Government has provided loan facility support, with Treasury Corporation of Victoria being given the capacity to lend directly to Local Government entities.

4.2.4 Leases by category
As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000
Right-of-use assets		
Furniture & Equipment	974	**1,085**
Vehicles	223	**249**
Total right-of-use assets	**1,197**	**1,334**
Lease liabilities		
Current lease Liabilities		
Furniture & Equipment	333	**717**
Vehicles	59	**126**
Total current lease liabilities	**392**	**843**
Non-current lease liabilities		
Furniture & Equipment	646	**418**
Vehicles	198	**128**
Total non-current lease liabilities	**844**	**546**
Total lease liabilities	**1,236**	**1,389**

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4.3 Statement of changes in Equity

4.3.1 Reserves

	Opening Balance 01-Jul-25 $'000	Transfers In $'000	Transfers Out $'000	Closing Balance 30-Jun-26 $'000
Restricted Reserves				
Street Trees & Drainage	1,064	40	-	1,104
Community Infrastructure	338,840	117,285	(100,171)	355,954
Discretionary Reserves				-
Perpetual Maintenance	148	7	-	155
Defined Benefit Call	421	15	-	436
Infrastructure & Strategic Investment	122,873	15,393	(13,281)	124,985
Total Other Reserves	**463,346**	**132,739**	**(113,452)**	**482,634**

Street Trees & Drainage
Developer contributions for provision of drainage assets and street beautification.

Community Infrastructure
Developer contributions collected to deliver community infrastructure within PSP and non-PSP areas in accordance with the Planning and Environment Act and section 173 agreements.

Perpetual Maintenance
Provision for perpetual maintenance of Melton Cemetery.

Infrastructure & strategic investment (Previously Atherstone Investment)
Income generated from Atherstone estate set aside for major capital works and investments to diversify Council's income streams.

Defined Benefit Call
Provision for potential future funding call under the Defined Benefits Superannuation scheme.

4.3.2 Equity

Total equity is a representation of net assets and comprises the following three components:

Accumulated Surplus - Which is an accumulation of all the operating surpluses and deficits realised by Council since its inception offset by transfers to and from reserves. The accumulated surplus at the end of 2025/26 is budgeted to be $3.228 billion.

Asset Revaluation Reserve - Which represents the difference between the previously recorded values of assets and their current valuations. The asset revaluation reserve balance as at the end of 2025/26 is budgeted at $1.636 billion.

Other Reserves - These are mainly funds that Council wishes to separately identify as being set aside to meet a specific purpose. This includes developer contribution reserves set aside for future capital works. Other reserve balances as at the end of 2025/26 are budgeted to be $482.634 million. These reserves are detailed in table 4.3.1 above.

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4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in Operating activities

Cashflows from operating activities refers to the cash generated or used in the normal service delivery functions of Council and more specifically, records when the cash is physically being received in, or paid out of our bank accounts. The net cash flows from operating activities does not equal the operating surplus (deficit) for the year as the operating revenues and expenses of the Council as outlined in the Income Statement, include non-cash items such as Depreciation, which have been excluded from the Cash Flow Statement.

The 2025/26 budget for 'Net cash provided by operating activities' is $42.244 million greater than 2024/25 forecast. This comprises a decrease in cash receipts of $1.0573 million that is offset by a decrease in operating cash expenditure outflows of $31.671 million.

Cash receipts are expected to increase over the current year foreacst for Rates and Charges by $14.345 million and Capital Grants $16.079 million. These increases in cash receipts are offset by decreases in cash payments for Employee Costs $16.222 million and Materials and Services $15.449 million.

4.4.2 Net cash flows provided by/used in Investing activities

Cashflows from Investing activities typically refers to cash outflows related to the purchase of Assets such as equipment (which is seen to be an investment for Council), or cash inflows such as the proceeds on sale of said assets.

The net cash used for investing activities is projected to be greater than current year forecast by $55.288 million. This comprises increased cash outflows associated with Property, Plant and Equipment $92.283 million, offset by Proceeds on Sale of Investments $ 20.4 million.

4.4.3 Net cash flows provided by/used in Financing activities

Cashflows from Financing activities refers to cash generated or used in the financing of Council activities which include borrowings from financial institutions. These activities also include any repayments of principal of said borrowings during the year and / or Finance costs associated with the establishment and maintenance of borrowings.

Net cash inflows for this activity are budgeted to be $17.460 million (or $17.652 million greater than the 2024/25 forecast), mainly comprising new borrowings of $25.703 million dollars. These are mainly offset by cash outflows represented by loan repayments, which are budgeted to be $6.327 million.

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4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2025/26 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 High Level Summary of Capital Works for 2025/26

Asset Category	Forecast Actual 2024/25 $'000	Budget 2025/26 $'000	Change $'000	Change %
Property	43,784	**95,715**	51,931	119%
Plant and equipment	1,228	**1,543**	315	26%
Infrastructure	108,250	**128,560**	20,310	19%
Total	**153,262**	**225,818**	**72,556**	**47%**

Asset Category	Project Cost $'000	*Asset expenditure types* New $'000	Renewal $'000	Upgrade $'000	*Summary of Funding Sources* Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
Property	**95,715**	91,178	2,407	2,129	24,968	30,321	14,346	26,080
Plant and equipment	**1,543**	758	622	164	-	-	-	1,543
Infrastructure	**128,560**	58,368	12,401	57,791	19,323	4,770	11,357	93,110
Total	**225,818**	**150,304**	**15,430**	**60,084**	**44,291**	**35,090**	**25,702**	**120,734**

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4.5.2 2025/26 Capital Works Budget by Asset Category

Asset Category	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
Property								
Land	**28,549**	28,549	-	-	-	28,549	-	-
Buildings	**64,704**	62,630	-	2,074	24,968	1,772	14,346	23,618
Building Improvements	**2,462**	-	2,407	55	-	-	-	2,462
Total Property	**95,715**	**91,178**	**2,407**	**2,129**	**24,968**	**30,321**	**14,346**	**26,080**
Plant and equipment								
Fixtures, fittings and furniture	**354**	27	327	-	-	-	-	354
Library Books	**600**	600	-	-	-	-	-	600
Computers and telecommunications	**131**	131	-	-	-	-	-	131
Other Plant and equipment	**458**	-	294	164	-	-	-	458
Total Plant and equipment	**1,543**	**759**	**621**	**164**	**-**	**-**		**1,543**
Infrastructure								
Roads	**32,857**	4,220	6,845	21,792	3,074	1,698	-	28,086
Bridges	**2,917**	1,310	1,369	238	-	-	-	2,917
Footpaths and cycleways	**15,248**	12,220	1,485	1,543	472	502	-	14,274
Drainage	**910**	55	548	307	-	-	-	910
Kerb & Channel	**170**	-	170	-	-	-	-	170
Parks, Open Space and Streetscapes	**12,268**	2,251	147	9,870	-	391	-	11,877
Recreational, Leisure and Community Facilities	**54,593**	33,389	1,837	19,367	15,656	2,178	11,357	25,402
Car parks	**655**	655	-	-	-	-	-	655
Traffic Management Devices	**6,993**	3,873	-	3,120	121	-	-	6,872
Other Infrastructure	**1,949**	395	-	1,554	-	-	-	1,949
Total Infrastructure	**128,560**	**58,368**	**12,401**	**57,791**	**19,323**	**4,770**	**11,357**	**93,110**
Grand Total	**225,818**	**150,305**	**15,429**	**60,084**	**44,291**	**35,090**	**25,702**	**120,734**

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4.5.2 2025/26 Capital Works Budget by Project

2025/26 Projects grouped by Asset Category	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
PROPERTY								
LAND								
Mt Atkinson-IT-12-L-46	15	15	-	-	-	15	-	-
Mt Atkinson-IT-12-L-47-E	3,550	3,550	-	-	-	3,550	-	-
Mt Atkinson-IT-12-L-50	191	191	-	-	-	191	-	-
Mt Atkinson-IT-16-L-65	2,719	2,719	-	-	-	2,719	-	-
Mt Atkinson-OS22-L-32	1,249	1,249	-	-	-	1,249	-	-
Mt Atkinson-OS22-L-33	15	15	-	-	-	15	-	-
Mt Atkinson-OS22-L-38	2,444	2,444	-	-	-	2,444	-	-
Mt Atkinson-OS23-L-38	1,265	1,265	-	-	-	1,265	-	-
Mt Atkinson-RD-08-L-47-E	308	308	-	-	-	308	-	-
Mt Atkinson-RD-12-L-55	2,677	2,677	-	-	-	2,677	-	-
Rockbank-CI02A-L-87	3,086	3,086	-	-	-	3,086	-	-
Toolern-CI10-L-43	1,892	1,892	-	-	-	1,892	-	-
Toolern-CI10-L-45	1,666	1,666	-	-	-	1,666	-	-
Toolern-RD08-L-72	68	68	-	-	-	68	-	-
Toolern-RD08-L-73	2,392	2,392	-	-	-	2,392	-	-
Toolern-RD08-L-76	2,460	2,460	-	-	-	2,460	-	-
Toolern-RD08-L-81	2,065	2,065	-	-	-	2,065	-	-
Toolern-RD08-L-82	14	14	-	-	-	14	-	-
Toolern-RD21-L-34	473	473	-	-	-	473	-	-
Total Land	**28,549**	**28,549**	**-**	**-**	**-**	**28,549**	**-**	**-**
BUILDINGS								
(COM 6350) Commemorative Flame RSL Memorial at Lake Caroline	55	55	-	-	-	-	-	55
Bridge Road Athletics Facility	278	278	-	-	-	-	-	278
Children's Centre Amenity Upgrades 24/25	983	-	-	983	-	-	-	983
Cobblebank Community Services Hub	45,319	45,319	-	-	15,450	-	14,346	15,523
Deanside Community Centre and Neighbourhood House	7,612	7,612	-	-	5,150	1,745	-	717
Diggers Rest Community Centre	611	611	-	-	-	27	-	584
Kingsway Kindergarten - Outdoor Playspace Upgrade	382	-	-	382	-	-	-	382
Plumpton Children's Centre and Neighbourhood House	66	66	-	-	-	-	-	66
Pound Redevelopment - Stage 2 Feasibility Study	109	-	-	109	-	-	-	109
Rockbank East Childrens and Community Centre	262	262	-	-	-	-	-	262
Taylors Hill Licensed PlaySpace upgrade program	437	-	-	437	-	-	-	437
Timbertop Children's and Community Centre	164	-	-	164	-	-	-	164
Weir Views Childrens and Community Centre	8,427	8,427	-	-	4,368	-	-	4,059
Total Buildings	**64,704**	**62,630**	**-**	**2,074**	**24,968**	**1,772**	**14,346**	**23,618**
BUILDING IMPROVEMENTS								
Caroline Springs Stadium, Caroline Springs	218	-	218	-	-	-	-	218
Dunvegan Cottage, Melton	67	-	67	-	-	-	-	67
Kirrip House, Melton South	233	-	233	-	-	-	-	233
Kurunjang House, Kurunjang	142	-	142	-	-	-	-	142
Lexcen Close Unit 9, Melton	273	-	273	-	-	-	-	273
Melton Recreation Reserve - Playing court and public convenience upgrade.	55	-	-	55	-	-	-	55
Melton Waves Aquatic Centre, Melton	273	-	273	-	-	-	-	273
Operations Centre, Melton	109	-	109	-	-	-	-	109
Rockbank Childrens Services Centre, Rockbank	164	-	164	-	-	-	-	164
Rockbank Community Hall, Rockbank	655	-	655	-	-	-	-	655
Stevenson House, Caroline Springs	55	-	55	-	-	-	-	55
Taylors Hill Youth and Community Centre, Taylors Hill	218	-	218	-	-	-	-	218
Total Building Improvements	**2,462**	**-**	**2,407**	**55**	**-**	**-**	**-**	**2,462**
TOTAL PROPERTY	**95,715**	**91,178**	**2,407**	**2,129**	**24,968**	**30,321**	**14,346**	**26,080**
PLANT and EQUIPMENT								
FIXTURES, FURNITURE and FITTINGS								
(COM 6399) Macpherson Park Soccer Precinct Goal Storage area	27	27	-	-	-	-	-	27
Acacia Crescent Reserve, Melton South	7	-	7	-	-	-	-	7
Arnolds Creek Recreation Reserve, Harkness	66	-	66	-	-	-	-	66
Blenheim Way, Caroline Springs	11	-	11	-	-	-	-	11
Broadhurst Way, Caroline Springs	6	-	6	-	-	-	-	6
Castlemaine Drive Reserve, Eynesbury	23	-	23	-	-	-	-	23
Childs Street East Reserve, Melton South	10	-	10	-	-	-	-	10
Chisholm Park Wetlands, Caroline Springs	39	-	39	-	-	-	-	39
Hampstead Green, Caroline Springs	4	-	4	-	-	-	-	4
Heaton Court, Caroline Springs	3	-	3	-	-	-	-	3
Heron Park, Taylors Hill	10	-	10	-	-	-	-	10
Kurrajong Crescent Reserve, Melton South	7	-	7	-	-	-	-	7
Lucas Terrace Reserve, Taylors Hill	23	-	23	-	-	-	-	23
Melton Recreation Reserve, Melton	33	-	33	-	-	-	-	33
Melton South Recreation Reserve, Melton South	5	-	5	-	-	-	-	5
Netherton Place, Caroline Springs	3	-	3	-	-	-	-	3
Patterson Close, Caroline Springs	2	-	2	-	-	-	-	2
Rockbank Middle Road and Simpson Court, Caroline Springs	2	-	2	-	-	-	-	2
Springside Community Sports, Caroline Springs	33	-	33	-	-	-	-	33
The Point Reserve, Caroline Springs	13	-	13	-	-	-	-	13
Wattle Place Reserve, Melton South	28	-	28	-	-	-	-	28
Total Fixtures, fittings and furniture	**354**	**27**	**327**	**-**	**-**	**-**	**-**	**354**
LIBRARY BOOKS								
Library Collections Program	600	600	-	-	-	-	-	600
Total Library Books	**600**	**600**	**-**	**-**	**-**	**-**	**-**	**600**
COMPUTERS and TELECOMMUNICATIONS								
Vehicle Telemetry	131	131	-	-	-	-	-	131
Total Computers and telecommunications	**131**	**131**	**-**	**-**	**-**	**-**	**-**	**131**
OTHER PLANT and EQUIPMENT								
Aintree Recreation Reserve, Aintree	163	-	163	-	-	-	-	163
Burnside Heights Recreation Reserve, Burnside Heights	131	-	131	-	-	-	-	131
Melton Recycling Facility - Stage 2	164	-	-	164	-	-	-	164
Total Other Plant and equipment	**458**	**-**	**294**	**164**	**-**	**-**	**-**	**458**
TOTAL PLANT and EQUIPMENT	**1,543**	**759**	**621**	**164**	**-**	**-**	**-**	**1,543**

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4.5.2 2025/26 Capital Works Budget by Project

2025/26 Projects grouped by Asset Category	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
INFRASTRUCTURE								
ROADS								
397-497 Parwan-Exford Road, Parwan	459	-	-	459	-	-	-	459
Antionetta Way, Hillside	65	-	65	-	-	-	-	65
Archer Dr, Kurunjang	203	-	203	-	-	-	-	203
Asquith Place, Melton West	28	-	28	-	-	-	-	28
Barleycorn Place, Melton West	49	-	49	-	-	-	-	49
Boundary Road Upgrade	98	-	-	98	-	-	-	98
Bridge Road Construction and Intersection Upgrade	36	36	-	-	-	-	-	36
Bridge Road, Strathtulloh Pedestrian Crossing	498	-	-	498	-	-	-	498
Brooklyn Rd Rbt, Brookfield	42	-	42	-	-	-	-	42
Brooklyn Road Upgrade - Design project	233	-	-	233	-	-	-	233
Bulmans Rd West Melton Urbanisation	32	-	-	32	-	-	-	32
Caroline Springs Boulevard and Rockbank Middle Road Signalised Intersection	131	-	-	131	-	-	-	131
Caroline Springs Boulevard and The Crossing Signalised Intersection	1,856	-	-	1,856	-	-	-	1,856
Catherine Drive Roundabout Hillside	27	-	27	-	-	-	-	27
Catherine Drive Roundabout, Hillside	57	-	57	-	-	-	-	57
Catherine Drive, Hillside	18	-	18	-	-	-	-	18
Catherine Drive, Hillside	493	-	493	-	-	-	-	493
Centenary Av Rbt, Kurunjang	59	-	59	-	-	-	-	59
Cheviot Court, Melton West	30	-	30	-	-	-	-	30
Coburns Road and Centenary Avenue Roundabout Upgrade	467	-	-	467	-	-	-	467
Conifer Pl, Hillside	24	-	24	-	-	-	-	24
Dingley Place, Melton West	29	-	29	-	-	-	-	29
Dougal Ct, Kurunjang	28	-	28	-	-	-	-	28
Emu Ct, Melton	22	-	22	-	-	-	-	22
Exford Road and Greigs Road Intersection Upgrade	109	-	-	109	-	-	-	109
Exford Road/Wilson Road and Exford Road/ Northcott Street; Intersection Upgrade	1,965	-	-	1,965	996	-	-	969
Eynesbury Rd Rbt, Eynesbury	46	-	46	-	-	-	-	46
Eynesbury Rd, Eynesbury	662	-	662	-	-	-	-	662
Germander Court, Hillside	30	-	30	-	-	-	-	30
Glenbrook Gdn, Brookfield	35	-	35	-	-	-	-	35
Glenbruar Dr, Hillside	169	-	169	-	-	-	-	169
Gleneagles Drive, Melton West	39	-	39	-	-	-	-	39
Hamilton Street, Diggers Rest	28	-	28	-	-	-	-	28
Heatherglade Place, Melton West	31	-	31	-	-	-	-	31
High Street, Melton West	104	-	104	-	-	-	-	104
Hilton Way, Melton West	44	-	44	-	-	-	-	44
Hopkins Road and Reed Court Signalised Intersection	1,149	1,149	-	-	-	2	-	1,146
Hopkins Road between Reed Court and Normanby Boulevard	183	183	-	-	-	167	-	16
Hopkins Road between Vel Street and Kororoit Creek	238	238	-	-	-	225	-	13
Hopkins Road from Reed Court to Kororoit Creek Bridge	55	55	-	-	-	-	-	55
Hume Drive Duplication Stage 2 between Calder Park Drive and Gourlay Road	325	-	-	325	-	-	-	325
Intersection of Greigs Road and Mount Cottrell Road, Mount Cottrell	273	273	-	-	-	-	-	273
Intersection of James Cook Drive and High Street, Melton West	164	164	-	-	-	-	-	164
Intersection Upgrade Scarlett Oak Ave and Coburns Road	161	161	-	-	-	-	-	161
Jamieson Tce, Taylors Hill	52	-	52	-	-	-	-	52
Joseph Drive, Hillside	140	-	140	-	-	-	-	140
Kacatica Pl, Brookfield	34	-	34	-	-	-	-	34
Lara Place, Melton West	27	-	27	-	-	-	-	27
Lawson Pl, Burnside Heights	45	-	45	-	-	-	-	45
Leakes Rd & Westcott Pd, Rockbank - Roundabout	233	-	-	233	-	-	-	233
MacPherson Park Secondary Access Road	546	546	-	-	-	-	-	546
Melton Valley Drive, Melton - Urbanisation	-	-	-	-	-	-	-	-
Middle Road, Truganina Road Upgrade	1,638	-	-	1,638	-	-	-	1,638
Minns Road and Coburns Road Intersection Upgrade	681	681	-	-	-	231	-	450
Palmerston St Rbt, Melton	35	-	35	-	-	-	-	35
Pamela Court, Melton West	57	-	57	-	-	-	-	57
Panorama Drive, Hillside	68	-	68	-	-	-	-	68
Pimelea Way, Hillside	74	-	74	-	-	-	-	74
Plumpton Rd, Diggers Rest	533	-	533	-	-	-	-	533
Raglan Street, Diggers Rest	120	-	120	-	-	-	-	120
Rees Road Upgrade	1,092	-	-	1,092	-	-	-	1,092
Renewal Program Sealed Road - Traffic Management Cost	764	-	764	-	-	-	-	764
Reynolds Pl, Melton South	48	-	48	-	-	-	-	48
Rockbank Middle Rd Rbt, Caroline Springs	50	-	50	-	-	-	-	50
Rockbank Middle Rd, Caroline Springs	72	-	72	-	-	-	-	72
Rockbank Middle Road Duplication, Caroline Springs	116	-	-	116	-	-	-	116
Royal Cr, Hillside	141	-	141	-	-	-	-	141
Ryans Lane Sealing	579	-	-	579	-	-	-	579
Santolin Drive, Hillside	64	-	64	-	-	-	-	64
Shogaki Drive, Cobblebank	539	539	-	-	-	509	-	31
Station Rd & Richard Rd Modify Intersection	227	-	-	227	-	-	-	227
Station Road, Melton	526	-	526	-	-	-	-	526
Strawberry Road, Kurunjang	84	-	84	-	-	-	-	84
Taylors Rd Duplication - Gourlay Rd to Westwood Drive	1,856	-	-	1,856	-	-	-	1,856
Taylors Road and Plumpton Road Signalised Intersection	2,072	-	-	2,072	-	-	-	2,072
Taylors Road and Sinclairs Road Signalised Intersection	4,531	-	-	4,531	1,039	564	-	2,928
Taylors Road and Westwood Drive Signalised Intersection	1,310	-	-	1,310	1,039	-	-	271
Taylors Road Duplication including Upgrade of Gourlay Road intersection	1,965	-	-	1,965	-	-	-	1,965
Telopea Pl, Hillside	66	-	66	-	-	-	-	66
The Bellevue, Hillside	29	-	29	-	-	-	-	29
Todman Ct, Harkness	31	-	31	-	-	-	-	31
Troups Rd S, Mount Cottrell	1,092	-	1,092	-	-	-	-	1,092
Unitt Street, Melton	434	197	237	-	-	-	-	434
Varna Court, Hillside	31	-	31	-	-	-	-	31
Vine Court, Hillside	26	-	26	-	-	-	-	26
West Melton Drive Roundabout, Melton West	35	-	35	-	-	-	-	35
Total Roads	**32,857**	**4,220**	**6,845**	**21,792**	**3,074**	**1,698**	**-**	**28,086**
BRIDGES								
Bridge Upgrades - Exford Road and Greigs Road, Exford	238	-	-	238	-	-	-	238
Hopkins Road Bridge over Kororoit Creek	655	655	-	-	-	-	-	655
Lake Caroline Waterfront, Caroline Springs	655	-	655	-	-	-	-	655
Sinclairs Road Bridge over Kororoit Creek	655	655	-	-	-	-	-	655
Tenterfield Drive, Burnside Heights	6	-	6	-	-	-	-	6
Waterside Dr, Burnside Heights	44	-	44	-	-	-	-	44
Westlake Reserve, Melton West	655	-	655	-	-	-	-	655
Yuille Street, Melton	8	-	8	-	-	-	-	8

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4.5.2 2025/26 Capital Works Budget by Project

2025/26 Projects grouped by Asset Category	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
Total Bridges	**2,917**	**1,310**	**1,369**	**238**	**-**	**-**	**-**	**2,917**
FOOTPATHS and CYCLEWAYS								
(COM 6378) Access for all	10	10	-	-	-	-	-	10
(COM 6414) The Willows Mens Shed sealed footath	11	11	-	-	-	-	-	11
Aberfeldie Way, Caroline Springs	20	-	20	-	-	-	-	20
Active Transport Connection - Taylors Road, Deanside.	1,326	1,326	-	-	-	-	-	1,326
Active Transport Connection - Vineyard Road, Diggers Rest	67	67	-	-	-	-	-	67
Adams Drive and Beatty's Road, Fraser Rise	2	2	-	-	-	-	-	2
Alfred Road Shared Path	655	655	-	-	-	-	-	655
Arena Circuit, Strathtulloh	3	3	-	-	-	-	-	3
Argyll Circuit, Melton West	140	-	140	-	-	-	-	140
Arnolds Creek West, Melton	167	167	-	-	-	-	-	167
Banchory Avenue and Wolviston Avenue, Hillside	10	10	-	-	-	-	-	10
Banchory Avenue, Hillside	24	-	24	-	-	-	-	24
Barnong Close, Kurunjang	25	-	25	-	-	-	-	25
Bellfield Avenue and Caroline Springs Boulevard, Caroline Springs	30	30	-	-	-	-	-	30
Belmont Court and Taylors Road, Taylors Hill	12	12	-	-	-	-	-	12
Brack Place and Heysen Parkway, Caroline Springs	4	4	-	-	-	-	-	4
Bunyip Walk and Hascombe Drive, Caroline Springs	15	15	-	-	-	-	-	15
Bushy Park Avenue, Caroline Springs	37	-	37	-	-	-	-	37
Carina Drive, Melton	12	-	12	-	-	-	-	12
Caroline Springs Boulevard and Gourlay Road, Caroline Springs	376	376	-	-	103	-	-	273
Colston Drive, Hillside	34	-	34	-	-	-	-	34
Domain Drive and Banchory Avenue, Hillside	11	11	-	-	-	-	-	11
Dominic Parade, Melton	19	-	19	-	-	-	-	19
Dorcas Lane, Taylors Hill	7	-	7	-	-	-	-	7
Eaton Street, Melton South	5	-	5	-	-	-	-	5
Gamalite Drive and Galilee Boulevard, Harkness	12	12	-	-	-	-	-	12
Gardenia Way, Caroline Springs	34	-	34	-	-	-	-	34
Gisborne-Melton Road and Kirkton Drive, Kurunjang	13	13	-	-	-	-	-	13
Glenelg Blvd, Taylors Hill	40	-	40	-	-	-	-	40
Greenhills Drive and Eura Walk, Kurunjang	38	38	-	-	-	-	-	38
Haysen Parkway, Caroline Springs	13	13	-	-	-	-	-	13
Highfield Way, Kurunjang	5	-	5	-	-	-	-	5
Hilton Way and Corriedale Road, Melton West	12	12	-	-	-	-	-	12
Hume Avenue and Mitchell Road, Melton South	13	13	-	-	-	-	-	13
Hume Drive and Jardine Drive, Fraser Rise	4	4	-	-	-	-	-	4
James Cook Drive and Cambrian Way, Melton West	21	21	-	-	-	-	-	21
Jamieson Link pedestrian bridge	167	167	-	-	-	-	-	167
Jindabyne Avenue, Taylors Hill	26	-	26	-	-	-	-	26
Keynes Circuit and Edison Street, Fraser Rise	14	14	-	-	-	-	-	14
Keynes Circuit and Somers Street, Fraser Rise	14	14	-	-	-	-	-	14
Kyora Court, Melton	9	-	9	-	-	-	-	9
Lachlan Road and Bligh Street, Melton South	12	12	-	-	-	-	-	12
Lagarna Drive, Kurunjang	17	-	17	-	-	-	-	17
Little Blind Creek Culvert Upgrade	409	409	-	-	-	-	-	409
Lydeamore Place, Kurunjang	42	-	42	-	-	-	-	42
Maplewood/Arnolds Creek Walkway (South), Brookfield	558	-	558	-	-	-	-	558
Marrowie Place, Taylors Hill	61	-	61	-	-	-	-	61
Mavora/Taylors Road Courthead, Taylors Hill	8	-	8	-	-	-	-	8
Melton Town Centre Revitalisation Project (Active Transport, Streetscapes & Capital upgrades)	218	-	-	218	-	-	-	218
Moodie Street, Melton South	7	-	7	-	-	-	-	7
Navan Park - Boardwalk Crossover	1,128	-	-	1,128	52	-	-	1,077
Niewand Avenu, Burnside	7	-	7	-	-	-	-	7
Niewand Avenue, Burnside	64	-	64	-	-	-	-	64
Nopinan Place and Streeton Avenue, Caroline Springs	3	3	-	-	-	-	-	3
Oak Park Drive and Birch Lane, Harkness	12	12	-	-	-	-	-	12
Oak Park Drive and Windmill Lane, Harkness	12	12	-	-	-	-	-	12
Panorama Drive, Hillside	26	-	26	-	-	-	-	26
Park Lane and Amber Way, Taylors Hill	14	14	-	-	-	-	-	14
Pedestrian Bridge at Hannah Watts Park	459	459	-	-	-	-	-	459
Pedestrian Bridge - Modeina Estate, Burnside	2,175	2,175	-	-	-	187	-	1,988
Pedestrian Bridge over Toolern Creek	1,201	1,201	-	-	-	-	-	1,201
Rebecca Drive and Ballarat Road Service Road, Ravenhall	22	22	-	-	-	-	-	22
Rockbank Middle Road, Caroline Springs	404	404	-	-	-	-	-	404
Rushworth Avenue and Benalla Avenue, Eynesbury	25	25	-	-	-	-	-	25
Southdean and Garden Terrace, Melton West	12	12	-	-	-	-	-	12
St Arnaud Road and Charlton Avenue, Eynesbury	7	7	-	-	-	-	-	7
Sugar Gum Estate Footpaths	2,305	2,305	-	-	-	-	-	2,305
Sugarloaf Bend Shared Path	197	-	-	197	-	-	-	197
Taylors Road and Burnett Close, Taylors Hill	12	12	-	-	-	-	-	12
Taylors Road, Burnside Heights	16	16	-	-	-	-	-	16
Tenterfield Drive, Burnside	8	8	-	-	-	-	-	8
Toolern Creek Regional Park Minor Works (Toolern Creek Linear Reserve)	983	983	-	-	-	-	-	983
Toolern Creek, Weir Views	334	334	-	-	-	315	-	19
Trentwood Avenue and Sunderland Way, Melton West	12	12	-	-	-	-	-	12
Tulloch Avenue, Kurunjang	33	33	-	-	-	-	-	33
Wattle Valley Drive, Hillside	186	-	186	-	-	-	-	186
Westwood Drive Shared Path, Ravenhall	337	337	-	-	318	-	-	19
Whitmore Place and Tormorvey Avenue, Hillside	12	12	-	-	-	-	-	12
William Circuit, Caroline Springs	14	-	14	-	-	-	-	14
Yale Street, Melton South	58	-	58	-	-	-	-	58
Yuille Street and High Street, Melton	381	381	-	-	-	-	-	381
Total Footpaths and cycleways	**15,248**	**12,220**	**1,485**	**1,543**	**472**	**502**	**-**	**14,274**
DRAINAGE								
3 Grey Box Drive, Strathtulloh	28	-	-	28	-	-	-	28
406 Harkness Road, Harkness	33	-	-	33	-	-	-	33
54a Aubisque Close, Fraser Rise	66	-	-	66	-	-	-	66
Alkemade Drive, Melton	53	-	53	-	-	-	-	53
Carberry Drive, Kurunjang	11	-	11	-	-	-	-	11
Christopher Crescent, Melton	11	-	11	-	-	-	-	11
Clarke Road, Deanside	55	-	-	55	-	-	-	55
Collins Road, Melton	55	-	-	55	-	-	-	55
First Avenue, Melton South	16	-	16	-	-	-	-	16
Gateway Drive, Melton	133	-	133	-	-	-	-	133
Gretel Grove, Melton	16	-	16	-	-	-	-	16
Hazel Street, Melton South	16	-	16	-	-	-	-	16
High Street, Melton	17	-	17	-	-	-	-	17
Joan Street, Melton	5	-	5	-	-	-	-	5
Kinkora Road, Melton	5	-	5	-	-	-	-	5
Kirra Court, Kurunjang	5	-	5	-	-	-	-	5
Manning Avenue, Kurunjang	27	-	27	-	-	-	-	27
Raheen Place, Melton West	5	-	5	-	-	-	-	5

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4.5.2 2025/26 Capital Works Budget by Project

2025/26 Projects grouped by Asset Category	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
Rathdowne Circuit, Melton West	5	-	5	-	-	-	-	5
Riddle Drive, Melton - outfall	55	55	-	-	-	-	-	55
Sandra Street, Melton	60	-	60	-	-	-	-	60
Scarbouough Crescent kerb & channel works	38	-	-	38	-	-	-	38
Trethowan Avenue, Melton West	54	-	54	-	-	-	-	54
Tulloch Avenue, Kurunjang	5	-	5	-	-	-	-	5
Vista Drive, Melton	84	-	84	-	-	-	-	84
Waratah Street, Melton South	16	-	16	-	-	-	-	16
Yuille Street, Melton	33	-	-	33	-	-	-	33
Total Drainage	**910**	**55**	**548**	**307**	**-**	**-**	**-**	**910**
KERB and CHANNEL								
Henry Street, Melton	56	-	56	-	-	-	-	56
Margaret Ct, Kurunjang	50	-	50	-	-	-	-	50
Moray Cl, Taylors Hill	19	-	19	-	-	-	-	19
Sunray Rise, Harkness	21	-	21	-	-	-	-	21
Walsingham Cr, Kurunjang	23	-	23	-	-	-	-	23
Total Kerb and Channel	**170**	**-**	**170**	**-**	**-**	**-**	**-**	**170**
PARKS, OPEN SPACE and STREETSCAPES								
Arbour Boulevard Central Reserve, Burnside Heights	983	-	-	983	-	-	-	983
Archer Drive Reserve, Kurunjang	120	-	-	120	-	-	-	120
Auburn Drive Reserve, Fraser Rise	47	-	-	47	-	-	-	47
Barwon Street Reserve - Taylors Hill	16	-	-	16	-	-	-	16
Black Knight Way Reserve	16	-	-	16	-	-	-	16
Blackwood Drive Recreation Reserve, Melton South	16	-	-	16	-	-	-	16
Cobblestone Green	19	-	-	19	-	-	-	19
Cypress Views Village Park, Caroline Springs	229	-	-	229	-	-	-	229
Diggers Rest Recreation Reserve â€" District scale fenced off lead area	87	-	-	87	-	-	-	87
Diggers Rest Recreation Reserve, Diggers Rest	95	95	-	-	-	-	-	95
Dog Park Off Lead Plan - future site	175	175	-	-	-	-	-	175
Earlington Square	16	-	-	16	-	-	-	16
Emil Court Reserve, Melton	98	-	-	98	-	-	-	98
Frontier Park, Aintree	55	-	-	55	-	-	-	55
Hillside Recreation Reserve	87	-	-	87	-	-	-	87
Jai Court Reserve, Burnside	153	-	-	153	-	-	-	153
Lake Caroline Reserve , Caroline Springs	218	218	-	-	-	-	-	218
McDonald Street Reserve, Melton South	328	328	-	-	-	-	-	328
Melton South Recreation Reserve	884	-	-	884	-	-	-	884
Melton Weir Reserve, Exford	55	55	-	-	-	-	-	55
Mt Carberry Reserve, Melton South	873	-	-	873	-	-	-	873
Navan Park - fenced off lead area	87	-	-	87	-	-	-	87
Navan Park Play Space Upgrade, Harkness	363	-	-	363	-	-	-	363
Norm Raven Reserve, Diggers Rest	737	-	-	737	-	-	-	737
Northgate Linear Reserve, Caroline Springs	109	-	-	109	-	-	-	109
Parkview Street Reserve, Harkness	109	-	-	109	-	-	-	109
Parkwood Green Reserve	1,019	-	-	1,019	-	-	-	1,019
Scarlet Oak Reserve, Melton West	36	-	-	36	-	-	-	36
Sedate Drive Reserve	109	-	-	109	-	-	-	109
Seniors Exercise Park - Bridge Road Recreation Reserve, Strathtulloh	375	375	-	-	-	-	-	375
Seniors Exercise Park - Lexington Drive, Burnside	376	376	-	-	-	-	-	376
Sirdar Street Reserve, Melton	98	-	-	98	-	-	-	98
Sovereign Boulevard Reserve	17	-	-	17	-	-	-	17
Springbank Park, Taylors Hill	328	-	-	328	-	-	-	328
Springlake Village Park, Caroline Springs	53	-	-	53	-	-	-	53
St Georges Avenue Reserve, Caroline Springs	328	-	-	328	-	-	-	328
Stolen Generations Marker	84	84	-	-	-	-	-	84
Street Tree Planting Program	546	546	-	-	-	-	-	546
Sugar Gum Reserve, Hillside	147	-	147	-	-	-	-	147
Taylors Hill Blvd Central Park	873	-	-	873	-	391	-	482
Taylors Hill Sports Park, Taylors Hill	47	-	-	47	-	-	-	47
The Grange Reserve Upgrade	21	-	-	21	-	-	-	21
The Outlook Reserve/Freemans Link, Hillside	328	-	-	328	-	-	-	328
The Parkway	16	-	-	16	-	-	-	16
Turf Club Boulevard	664	-	-	664	-	-	-	664
Warringah Reserve, Hillside	164	-	-	164	-	-	-	164
Westmelton Drive Reserve, Melton West	664	-	-	664	-	-	-	664
Total Parks, Open Space and Streetscapes	**12,268**	**2,251**	**147**	**9,870**	**-**	**391**	**-**	**11,877**
RECREATIONAL, LEISURE and COMMUNITY FACILITIES								
(COM 6436) Better opportunities for engagement & viewing at Melton Hockey Ground	20	20	-	-	-	-	-	20
Aintree Recreation Reserve Sports Pavillion Upgrade	218	-	-	218	-	-	-	218
Aintree Recreation Reserve, Aintree	371	-	371	-	-	-	-	371
Arnolds Creek Recreation Reserve, Harkness	140	-	140	-	-	-	-	140
Arnolds Creek Tennis Court Reconstruction	2,453	-	-	2,453	-	-	-	2,453
Blackwood Drive Rec Reserve, Melton South	144	-	-	144	-	-	-	144
Blackwood Drive Recreation Reserve, Melton South - Sportsground Upgrade	502	-	-	502	-	-	-	502
Bridge Road Community Hub	155	155	-	-	-	-	-	155
Bridge Road Recreation Reserve Stage 3	546	546	-	-	-	-	-	546
Brookside Community, Caroline Springs	188	-	188	-	-	-	-	188
Burnside Heights Recreation Reserve, Burnside Heights	175	-	175	-	-	-	-	175
Caroline Springs Recreation Reserve, Caroline Springs	355	55	218	82	-	-	-	355
Caroline Springs Town Centre Oval Redevelopment	55	-	-	55	-	-	-	55
City Vista Media Tower	138	138	-	-	-	-	-	138
Cobblebank Stadium Airconditioning Upgrade	169	-	-	169	-	-	-	169
CS Town Centre Redevelop Spectator Area Oval 1	782	-	-	782	-	-	-	782
Deanside Recreation Reserve	55	55	-	-	-	23	-	32
Diggers Rest Bowling Club, Diggers Rest	520	-	-	520	-	491	-	29
Diggers Rest Bowls Club (Stan Payne Reserve) Shelter	164	164	-	-	-	-	-	164
Diggers Rest Recreation Reserve - Kitchen Facilites Upgrade	87	-	-	87	-	-	-	87
Diggers Rest Recreation Reserve Oval redevelopment	218	-	-	218	-	-	-	218
Diggers Rest Recreation Reserve, Diggers Rest	132	-	132	-	-	-	-	132
Diggers Rest, Diggers Rest	132	-	132	-	-	-	-	132
Eynesbury Tennis Precinct	79	79	-	-	-	-	-	79
Hillside Recreation Reserve - Oval Redevelopment	82	-	-	82	-	-	-	82
Ian Cowie Rec Reserve, Rockbank	144	-	-	144	-	-	-	144
Ian Cowie Recreation Reserve, Rockbank	559	-	341	218	206	-	-	353
Kurunjang Recreation Reserve	1,293	-	-	1,293	-	-	-	1,293
Kurunjang Recreation Reserve Tennis Pavilion	218	-	-	218	-	-	-	218
Kurunjang Sports Reserve Soccer Pavilion	336	-	-	336	-	-	-	336
Macpherson Park Baseball Pavillion	55	-	-	55	-	-	-	55
Macpherson Park Baseball Precinct, Harkness	472	-	-	472	-	-	-	472
Macpherson Park Cricket Wicket upgrade	38	-	-	38	-	-	-	38
MacPherson Park Oval 1	53	-	-	53	-	-	-	53
Macpherson Park Oval 2 Shelter and Seating	256	256	-	-	-	-	-	256

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4.5.2 2025/26 Capital Works Budget by Project

2025/26 Projects grouped by Asset Category	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
Macpherson Park Rugby Pavilion	3,811	-	-	3,811	-	-	-	3,811
Macpherson Park Rugby Precinct	164	164	-	-	-	-	-	164
MacPherson Park Soccer Pitch Redevelopment	53	-	-	53	-	-	-	53
Macpherson Park Soccer Precinct	164	164	-	-	-	-	-	164
Melton Recreation Reserve CFA building	273	273	-	-	-	-	-	273
Melton Recreation Reserve, Melton	82	-	-	82	-	-	-	82
Melton South Recreation Reserve - 2 New Tennis Courts	1,497	1,497	-	-	-	-	-	1,497
Melton South Recreation Reserve, Melton South	229	-	-	229	-	-	-	229
Melton West Public Tennis Courts	1,116	-	-	1,116	-	-	-	1,116
Mt Atkinson East Sports Reserve	27	27	-	-	-	-	-	27
Mt Carberry Reserve, Melton South	140	-	140	-	-	-	-	140
Plumpton Aquatic & Leisure Centre	27,751	27,751	-	-	15,450	-	11,357	944
Plumpton North Sports Reserve	437	437	-	-	-	304	-	133
Rockbank East Active Open Space, Rockbank	82	82	-	-	-	77	-	5
Taylors Hill Rec Reserve Sportsground	5,937	-	-	5,937	-	-	-	5,937
Thornhill Park Active Open Space Precinct	1,092	1,092	-	-	-	997	-	95
Weir Views East Sports Reserve	437	437	-	-	-	287	-	150
Total Recreational, Leisure and Community Facilities	**54,593**	**33,389**	**1,837**	**19,367**	**15,656**	**2,178**	**11,357**	**25,402**
CAR PARKS								
Becca Way, Caroline Springs car park expansion	655	655	-	-	-	-	-	655
Total Car parks	**655**	**655**	**-**	**-**	**-**	**-**	**-**	**655**
TRAFFIC MANAGEMENT DEVICES								
Aintree Primary School - Elmhurst Avenue and Fields St, Aintree	349	349	-	-	-	-	-	349
Becca Way/Hume Drive	142	142	-	-	-	-	-	142
Binap Primary School - Clarkes Road, Brookfield	132	132	-	-	-	-	-	132
Brookside P-9 College - Federation Way, Caroline Springs	93	93	-	-	-	-	-	93
Brookside P-9 College - Rockbank Middle Road, Caroline Springs	480	480	-	-	-	-	-	480
Cana Catholic primary School - Banchory Avenue and Wolviston Avenue, Hillside	365	365	-	-	-	-	-	365
Chisholm Drive, Caroline Springs	292	292	-	-	-	-	-	292
Cobblebank Primary School - Alfred Road, Strathtulloh	55	55	-	-	-	-	-	55
Disability Discrimination Act (DDA) Program	109	109	-	-	-	-	-	109
Exford Road and Mitchell Road, Melton South	136	136	-	-	121	-	-	16
Exford Road Car Park & Murphy's Road turning lanes.	2,806	-	-	2,806	-	-	-	2,806
Frontier Avenue, Aintree	349	349	-	-	-	-	-	349
Heathdale Christian College - Centenary Avenue, Kurunjang	17	17	-	-	-	-	-	17
Houdini Drive, Diggers Rest	110	110	-	-	-	-	-	110
Hume Drive & City Vista Court traffic & pedestrian improvement project	655	655	-	-	-	-	-	655
Kurunjang Primary School - Kurunjang Drive, Kurunjang	76	76	-	-	-	-	-	76
Kurunjang Secondary College - Kurunjang Drive, Kurunjang	8	8	-	-	-	-	-	8
Meadow Glen Drive and Westlake Drive, Melton West	57	57	-	-	-	-	-	57
Parwan Exford Rd & Exford Rd Intersection upgrade including Street Lighting	314	-	-	314	-	-	-	314
Plumpton Primary School - Pear Parade ,Fraser Rise	55	55	-	-	-	-	-	55
Speed Reduction	66	66	-	-	-	-	-	66
Tarneit Plains Primary School - Trickett Drive, Truganina	55	55	-	-	-	-	-	55
Toolern Waters Primary School - Elpis Road, Weir Views	55	55	-	-	-	-	-	55
Wolviston Avenue, Hillside	218	218	-	-	-	-	-	218
Total Traffic Management Devices	**6,993**	**3,873**	**-**	**3,120**	**121**	**-**	**-**	**6,872**
OTHER INFRASTRUCTURE								
Aintree Recreation Reserve Tennis Precinct, Aintree	277	-	-	277	-	-	-	277
Arnolds Creek Recreation Reserve Path Lighting	88	88	-	-	-	-	-	88
Arnolds Creek Recreation Reserve Single Netball Court	26	-	-	26	-	-	-	26
Blackwood Drive Recreation Reserve Path Lighting	41	41	-	-	-	-	-	41
Bloomsbury Drive Reserve, Taylors Hill	47	47	-	-	-	-	-	47
Boundary Road and Downing Street, Mount Cottrell	76	-	-	76	-	-	-	76
Boundary Road and Oxford Street, Mount Cottrell	76	-	-	76	-	-	-	76
Boundary Road and The Mall, Mount Cottrell	76	-	-	76	-	-	-	76
Boundary Road and Faulkners Road, Mount Cottrell	76	-	-	76	-	-	-	76
Boundary Road and Mt Atkinson Road, Truganina	76	-	-	76	-	-	-	76
Brookside Recreation Reserve Tennis Precinct, Caroline Springs	175	-	-	175	-	-	-	175
Brookside Synthetic Soccer Pitch	112	-	-	112	-	-	-	112
Bulmans Road and Porteous Road, Harkness	7	-	-	7	-	-	-	7
Diggers Rest Netball and Tennis Courts	210	-	-	210	-	-	-	210
Hampstead Green Reserve Path Lighting	29	29	-	-	-	-	-	29
Ian Cowie Recreation Reserve, Rockbank	273	-	-	273	-	-	-	273
Katrina/Lyons Walkway Path Lighting	12	12	-	-	-	-	-	12
Melton South Recreation Reserve Tennis Precinct, Melton South	76	-	-	76	-	-	-	76
Middle Road and Troups Road South, Mount Cottrell	9	-	-	9	-	-	-	9
Mt Cottrell Road and Iramoo Circuit, Thornhill Park	7	-	-	7	-	-	-	7
Navan Park, Cootamundra Circuit, Harkness	33	33	-	-	-	-	-	33
Springbank Way Footpaths, Brookfield	109	109	-	-	-	-	-	109
Sumac Street Reserve Path Lighting	18	18	-	-	-	-	-	18
Urban Wetlands Path Lighting	18	18	-	-	-	-	-	18
Total Other Infrastructure	**1,949**	**395**	**-**	**1,554**	**-**	**-**	**-**	**1,949**
TOTAL INFRASTRUCTURE	**128,560**	**58,368**	**12,401**	**57,791**	**19,323**	**4,770**	**11,357**	**93,110**
GRAND TOTAL	**225,818**	**150,305**	**15,429**	**60,084**	**44,291**	**35,090**	**25,702**	**120,734**

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4.5.3 Capital works budgeted to be carried forward from the 2024/25 year into 2025/26

Asset Category	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
Property								
Land								
Buildings	**13,549**	12,321	-	1,227	-	-	-	13,549
Building Improvements	**52**	-	-	52	-	-	-	52
Total Property	**13,600**	**12,321**	**-**	**1,279**	**-**	**-**	**-**	**13,600**
Plant and equipment								
Fixtures, fittings and furniture	**-**	-	-	-	-	-	-	-
Library Books	**-**	-	-	-	-	-	-	-
Other Plant and equipment	**-**	-	-	-	-	-	-	-
Total Plant and equipment	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Infrastructure								
Roads	**15,800**	1,217	-	14,583	-	-	-	15,800
Bridges	**1,461**	1,236	-	225	-	-	-	1,461
Footpaths and cycleways	**7,692**	7,692	-	-	-	-	-	7,692
Drainage					-	-	-	-
Kerb & Channel					-	-	-	-
Parks, Open Space and Streetscapes	**1,090**	124	-	966	-	-	-	1,090
Recreational, Leisure and Community Facilities	**8,278**	3,636	-	4,642	-	-	-	8,278
Car parks					-	-	-	-
Traffic Management Devices	**296**	-	-	296	-	-	-	296
Other Infrastructure					-	-	-	
Total Infrastructure	**34,617**	**13,906**	**-**	**20,711**	**-**	**-**	**-**	**34,617**
Grand Total	**48,217**	**26,227**	**-**	**21,990**	**-**	**-**	**-**	**48,217**

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4.6 Summary of Planned Capital Works Expenditure
For the years ending 30 June 2027, 2028 & 2029

2026/27	Project Cost $'000	*Asset expenditure types* New $'000	Renewal $'000	Upgrade $'000	*Summary of Funding Sources* Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
Property								
Land	**17,165**	17,165	-	-	-	17,165	-	-
Buildings	**76,290**	70,760	-	5,531	5,835	15,612	18,358	36,485
Building Improvements	**192**	-	192	-	-	-	-	192
Total Property	**93,647**	**87,924**	**192**	**5,531**	**5,835**	**32,777**	**18,358**	**36,677**
Plant and equipment								
Fixtures, fittings and furniture	**271**	-	271	-	-	-	-	271
Library Books	**922**	922	-	-	-	-	-	922
Other Plant and equipment	**4,806**	-	336	4,470	-	-	-	4,806
Total Plant and equipment	**5,999**	**922**	**607**	**4,470**	**-**	**-**	**-**	**5,999**
Infrastructure								
Roads	**79,632**	24,920	5,239	49,474	1,096	16,070	-	62,466
Bridges	**7,240**	900	42	6,298	1,075	441	-	5,724
Footpaths and cycleways	**16,919**	12,566	1,688	2,664	1,762	332	-	14,824
Drainage	**1,270**	533	-	737	-	-	-	1,270
Kerb & Channel	**183**	-	183	-	-	-	-	183
Parks, Open Space and Streetscapes	**10,966**	4,630	262	6,074	-	53	-	10,913
Recreational, Leisure and Community Facilities	**198,602**	162,372	171	36,058	1,897	22,940	26,200	147,565
Traffic Management Devices	**1,493**	1,493	-	-	-	253	-	1,240
Other Infrastructure	**1,917**	900	-	1,018	-	-	-	1,917
Total Infrastructure	**318,221**	**208,313**	**7,585**	**102,322**	**5,830**	**40,090**	**26,200**	**246,101**
Grand Total	**417,867**	**297,160**	**8,384**	**112,323**	**11,665**	**72,867**	**44,558**	**288,777**

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4.6 Summary of Planned Capital Works Expenditure
For the years ending 30 June 2027, 2028 & 2029

2027/28	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
Property								
Land	**18,242**	18,242	-	-	-	18,242	-	-
Buildings	**39,555**	39,186	-	369	-	6,332	-	33,222
Building Improvements	**1,996**	-	1,996	-	-	-	-	1,996
Total Property	**59,792**	**57,428**	**1,996**	**369**	**-**	**24,574**	**-**	**35,218**
Plant and equipment								
Fixtures, fittings and furniture	**288**	-	288	-	-	-	-	288
Library Books	**950**	950	-	-	-	-	-	950
Other Plant and equipment	**356**	-	356	-	-	-	-	356
Total Plant and equipment	**1,594**	**950**	**644**	**-**	**-**	**-**	**-**	**1,594**
Infrastructure								
Roads	**41,042**	25,380	5,601	10,061	-	5,164	-	35,878
Bridges	**24,427**	24,216	211	-	-	17,003	-	7,424
Footpaths and cycleways	**5,388**	2,715	1,618	1,056	51	-	-	5,337
Drainage	**710**	241	-	469	-	-	-	710
Kerb & Channel	**170**	-	170	-	-	-	-	170
Parks, Open Space and Streetscapes	**11,996**	3,337	375	8,283	-	55	-	11,941
Recreational, Leisure and Community Facilities	**111,112**	96,181	418	14,513	14,013	28,795	36,834	31,471
Traffic Management Devices	**1,576**	1,461	-	116	-	-	-	1,576
Other Infrastructure	**463**	232	-	232	-	-	-	463
Total Infrastructure	**196,885**	**153,762**	**8,393**	**34,730**	**14,065**	**51,017**	**36,834**	**94,970**
Grand Total	**258,271**	**212,140**	**11,032**	**35,099**	**14,065**	**75,591**	**36,834**	**131,781**

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4.6 Summary of Planned Capital Works Expenditure
For the years ending 30 June 2027, 2028 & 2029

2028/29	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Borrowings $'000	Council cash $'000
Property								
Land	**42,366**	42,366	-	-	-	42,366	-	-
Buildings	**59,320**	58,940	-	380	-	22,769	-	36,551
Building Improvements	**3,919**	-	3,919	-	-	-	-	3,919
Total Property	**105,606**	**101,307**	**3,919**	**380**	**-**	**65,136**	**-**	**40,470**
Plant and equipment								
Fixtures, fittings and furniture	**305**	-	305	-	-	-	-	305
Library Books	**978**	978	-	-	-	-	-	978
Other Plant and equipment	**378**	-	378	-	-	-	-	378
Total Plant and equipment	**1,661**	**978**	**683**	**-**	**-**	**-**	**-**	**1,661**
Infrastructure								
Roads	**13,140**	2,859	5,914	4,366	-	563	-	12,577
Bridges	**240**	-	240	-	-	-	-	240
Footpaths and cycleways	**4,571**	2,759	1,812	-	-	-	-	4,571
Drainage	**1,074**	591	-	483	-	-	-	1,074
Kerb & Channel	**180**	-	180	-	-	-	-	180
Parks, Open Space and Streetscapes	**7,427**	597	405	6,425	-	-	-	7,427
Recreational, Leisure and Community Facilities	**65,480**	64,086	618	776	14,000	17,349	-	34,131
Traffic Management Devices	**1,056**	1,056	-	-	-	-	-	1,056
Other Infrastructure	**477**	239	-	239	-	-	-	477
Total Infrastructure	**93,646**	**72,187**	**9,170**	**12,289**	**14,000**	**17,912**	**-**	**61,734**
Grand Total	**200,913**	**174,472**	**13,772**	**12,669**	**14,000**	**83,048**	**-**	**103,865**

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5a. Targeted performance indicators

For the four years ending 30 June 2029

The following table highlights Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives. The targeted performance indicators below are the prescribed financial performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Service

Indicator	Measure	Notes	Actual 2023/24	Forecast 2024/25	Budget Target 2025/26	Target Projections 2026/27	2027/28	2028/29	Trend +/o/-
Governance									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	64.00	69.00	70.00	71.09	72.15	73.23	+
Roads									
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	96.50%	97.06%	97.00%	97.00%	97.00%	97.00%	o
Statutory planning									
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	75.00%	52.80%	55.00%	55.00%	55.00%	55.00%	o
Waste management									
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	45.62%	39.73%	40.33%	40.93%	41.95%	43.00%	+

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual 2023/24	Forecast 2024/25	Budget Target 2025/26	Target Projections 2026/27	2027/28	2028/29	Trend +/o/-
Liquidity									
Working Capital	Current assets / current liabilities	5	245%	394%	361.8%	188.68%	159.52%	180.62%	o
Obligations									
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	6	91.8%	107.83%	110.31%	174.88%	50.42%	27.20%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	7	66.4%	62.99%	63.6%	66.02%	65.60%	66.55%	o
Efficiency									
Expenditure level	Total expenses/ no. of property assessments	8	$3,057	$3,283	$3,374	$3,382	$3,546	$3,565	o

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5b. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.
The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual 2023/24	Forecast 2024/25	Budget 2025/26	2026/27	2027/28	2028/29	Trend +/o/-
Operating position									
Adjusted underlying result (an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	4.5%	4.6%	**3.5%**	3.3%	3.0%	4.7%	o
Liquidity									
Unrestricted cash (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	Unrestricted cash / current liabilities	10	246.3%	478.8%	**413.7%**	204.7%	164.1%	254.1%	-
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	11	1.8%	2.0%	**11.3%**	24.3%	29.0%	18.4%	-
Stability									
Rates effort	Rate revenue / CIV of rateable properties in the municipality	12	0.313%	0.315%	**0.307%**	0.302%	0.296%	0.291%	-
Efficiency									
Revenue level	General rates and municipal charges / no. of property assessments	13	$2,126	$2,168	**$2,224**	$2,309	$2,398	$2,490	+

Key to Trend:
+ increase in Council's overall targets
o maintaining Council's overall targets
- decrease in Council's overall targets

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Notes to indicators

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1. Satisfaction with community consultation and engagement

Based on Council's recent performance, a 1.5% annual increase in our targets across the years 2025 to 2029 has been determined as achievable. This is reflective of Council's commitment to continual improvement in community consultation & engagement.

2. Sealed local roads below the intervention level

With the growth in kilometres of roads within the munincipality maintaining a 97% conformance to targets is acceptable and inline with industry practice.

3. Planning applications decided within the relevant required time

The target is based on the average of recent performances and Council's current capacity to deliver.

4. Kerbside collection waste diverted from landfill

Council have increased the future year targets by 1.5% in 2026/27, and 2.5% for 2027/28 and beyond with the introduction of anticipated continuous improvement in waste disposal practices.

5. Working Capital

Working capital is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. A working capital ratio of above 1 (100%) indicates that Council is able to adequately meet all of its short-term expenses. Council's working capital position is strong due to the high level of cash held in reserves mainly for completion of future capital works relating to Council's development contribution plans.

6. Asset renewal

A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed. The projected 2025-26 estimate is 109.9% which indciates a healthy level of asset renewal.

7. Rates concentration

Reflects extent of reliance on rate revenues to fund all of Council's on-going services. This ratio is mainly impacted by annual movements in Council's profitability (adjusted underlying result). An increase to profitability will result in a reduction to the rates concentration ratio.

8. Expenditure level

This ratio measures the proportion of operating expenditure per property assessment and indicates if resources are planned to be used efficiently in the delivery of services. It is expected to remain relatively constant as total expenses are projected to move in line with population changes.

5b

9. Adjusted underlying result

Underlying result is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. This ratio refers to the operational outcome as assessed in the comprehensive income statement, adjusted for non-operational items such as capital income, contributed monetary and non-monetary assets and non-operational asset sales. A positive annual result is projected for 2025-26 demonstrating Council's ongoing financial sustainability.

10. Unrestricted Cash

Part of the cash and cash equivalents held by Council are restricted in their application and are not fully available for all Council's operations. The budgeted unrestricted cash statement indicates Council's unrestricted cash and reserve balances, however a significant proportion of the unrestricted funds are earmarked as funding for the Infrastructure and Strategic Investment Reserve. This ratio is well above 100% due to the amount of discretionary reserve funds plus working capital necessary to meet the service and infrastructure demands of a growing community.

11. Debt compared to rates

This indicator measures the level of Council's total debt as a percentage of rate revenue. The spike in 2025-26 is due to Council budgeting to borrow funds in 2025-26 using the TCV / State Government loan vehicle.

12. Rates effort

Rates effort is a measure of rate revenue as a percentage of the capital improved value of rateable properties in the municipality. This ratio is expected to marginally decrease each year given the increasing number of supplementary rates.

13. Revenue level

This ratio measures the proportion of rate revenue per property assessment. This ratio is expected to increase each year as the rate of increase in supplementary rates exceeds the increase in the number of rateable properties.

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Melton City Council

Fees and Charges

2025/26



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Office of CEO								
Advocacy and Government Relations								
Cemetery Operations								
Supply of Approved Products	$200.00	$205.00	2.50%	$5.00	Per Product	Y	Y	
Right of Interment								
Agonas Standard Rose Memorial (Double)	$2,330.00	$2,390.00	2.58%	$60.00	Per Unit	N	N	Cremation - Memorials
Agonas Tree Memorial (Multiple)	$1,805.00	$1,850.00	2.49%	$45.00	Per Unit	Y	N	Burials - Graves
Garden Memorial (Bluestone/Beam edge)	$635.00	$650.00	2.36%	$15.00	Per Unit	Y	N	Cremation - Memorials
Garden Memorial (Rock/Boulder)	$705.00	$725.00	2.84%	$20.00	Per Unit	Y	N	Cremation - Memorials
Lawn Beam (Plaque/Headstone)	$1,745.00	$1,790.00	2.58%	$45.00		Y	N	
Lawn Beam Child (1- 5 years)	$930.00	$955.00	2.69%	$25.00	Per Unit	Y	N	Burials - Graves
Lawn Beam Child (6-10 years)	$1,010.00	$1,035.00	2.48%	$25.00	Per Unit	Y	N	Burial -Graves
Lawn Beam -Stillborn	$635.00	$650.00	2.36%	$15.00	Per Unit	Y	N	Burials - Graves
Manchurian Pear Trees	$1,205.00	$1,235.00	2.49%	$30.00		Y	N	Cremation - Memorials
Monumental	$1,805.00	$1,850.00	2.49%	$45.00	Per Unit	Y	N	
Niche Wall (Single)	$600.00	$615.00	2.50%	$15.00	Per Unit	Y	N	Cremation - Memorials
Pre Need - Lawn Beam - Plaque/Headstone Section	$1,875.00	$1,920.00	2.40%	$45.00		Y	N	
Pre Need- Monumental	$2,015.00	$2,065.00	2.48%	$50.00		Y	N	
Red and White Rose Gardens	$3,265.00	$3,345.00	2.45%	$80.00		Y	N	
Rose Garden/Garden Beds (Double)	$1,205.00	$1,235.00	2.49%	$30.00	Per Unit	Y	N	Cremation - Memorials
Rose Garden/Garden Beds (Single)	$635.00	$650.00	2.36%	$15.00	Per Unit	Y	N	Cremation - Memorials
Interment								
Additional Inscription	$80.00	$80.00	0.00%	$0.00		Y	N	
Additional Operating Hours for Actvity	$180.00	$185.00	2.78%	$5.00		Y	N	
Cancellation of Order to Dig Grave	$305.00	$315.00	3.28%	$10.00	Per Unit	Y	Y	
Copy of Certificate of Right of Interment	$33.00	$33.00	0.00%	$0.00	Per Cerificate	Y	N	
Record Search Fee	$33.00	$33.00	0.00%	$0.00	Per Hour	Y	N	Per hour or Part There Of

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Interment [continued]								
Sand or Special Material for Backfilling	$260.00	$265.00	1.92%	$5.00	Per Request	Y	Y	
Sinking Grave 1.8m deep (Single) / 2.2m (Double)	$1,550.00	$1,590.00	2.58%	$40.00	Per Unit	Y	Y	
Sinking Grave 2.2m (Double)	$1,915.00	$1,965.00	2.61%	$50.00	Per Unit	Y	Y	
Sinking Grave 1.8m (Single)	$1,740.00	$1,785.00	2.59%	$45.00	Per Unit	Y	Y	
Sinking Grave 2.7m deep (Triple)	$1,905.00	$1,955.00	2.62%	$50.00	Per Unit	Y	Y	
Stillborn	$530.00	$545.00	2.83%	$15.00	Per Unit	Y	Y	
Child (1-5yrs)	$585.00	$600.00	2.56%	$15.00	Per Unit	Y	Y	
Child (6-10yrs)	$745.00	$765.00	2.68%	$20.00	Per Unit	Y	Y	
Additional - Oversize Casket/Coffin (greater than 650mm wide or 2050mm long)	$290.00	$295.00	1.72%	$5.00	Per Unit	Y	Y	
Additional - Inaccessible grave (Full or partial hand digging required)	$745.00	$765.00	2.68%	$20.00	Per Unit	Y	Y	
Reopen (Plaque/Headstone Section)	$1,550.00	$1,590.00	2.58%	$40.00	Per Unit	Y	Y	
Reopen (Monumental - no cover)	$1,550.00	$1,590.00	2.58%	$40.00	Per Unit	Y	Y	
Reopen (Monumental - chip top)	$1,835.00	$1,880.00	2.45%	$45.00	Per Unit	Y	Y	
Reopen (Monumental - ledger)	$2,495.00	$2,555.00	2.40%	$60.00	Per Unit	Y	Y	
Additional - Removal of ledger/monument	$585.00	$600.00	2.56%	$15.00	Per Unit	Y	Y	
Services outside prescribed hours 10.00am to 4.00pm Monday to Friday	$405.00	$415.00	2.47%	$10.00	Per Unit	Y	Y	
Services on Saturday, Sunday & Public Holidays	$775.00	$795.00	2.58%	$20.00	Per Unit	Y	Y	
Cremated remains into a grave site	$265.00	$270.00	1.89%	$5.00	Per Unit	Y	Y	
Cremated remains into a garden memorial	$265.00	$270.00	1.89%	$5.00	Per Unit	Y	Y	
Cremated remains into a wall memorial	$155.00	$160.00	3.23%	$5.00	Per Unit	Y	Y	
Cremated Remains - Scattering of Cremated Remains	$250.00	$255.00	2.00%	$5.00	Per Unit	Y	Y	
Exhumation Fee (as authorised)	$5,590.00	$5,730.00	2.50%	$140.00	Per Unit	Y	Y	
Lift & Reposition	$3,735.00	$3,830.00	2.54%	$95.00	Per Unit	N	Y	
Removal of ashes (Niche Wall)	$90.00	$90.00	0.00%	$0.00	Per Unit	N	Y	
Attendance for Ashes Interment	$190.00	$195.00	2.63%	$5.00	Per Unit	Y	Y	
Niche Wall (ashes only) Wall Bud Vase - screwed connection	$130.00	$135.00	3.85%	$5.00	Per Unit	N	Y	
Location Probing	$300.00	$310.00	3.33%	$10.00	Per Unit	N	Y	
Memorial								
Additional Inscription - Minor Renovation Work	$140.00	$145.00	3.57%	$5.00	Per Permit	Y	N	Single Grave

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Memorial [continued]								
Additional Inspection for Monument	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Application for Second and for each additional inspection for Monument Completion Certificate
Affixing Bronze and or Granite Panel - Above Ground Cremation	$44.00	$44.00	0.00%	$0.00		Y	N	Other Base by External Supplier Excludes $145 for concrete rest/spacing block
Base by Cemetery	$125.00	$130.00	4.00%	$5.00	Per Permit	Y	N	Affixing Bronze Externally Supplied Plaque and or Granite Panel Supply of concrete rest, spacing block or other necessary base
Base by Cemetery	$125.00	$130.00	4.00%	$5.00	Per Permit	Y	N	Affixing Bronze Externally Supplied Plaque and or Granite Panel Affixing or installation or placement fee
Cemetery Trust Records - Search	$33.00	$44.00	33.33%	$11.00	Per Item	Y	N	Fee charged to cover costs associated with providing the information, copies or extracts fro, cemetery trust records
Copy or Reissue of Certificate previously issued	$33.00	$44.00	33.33%	$11.00	Per Copy	Y	N	Cremation or Interment Deed, Right of Interment
Crypt Shutters	$125.00	$130.00	4.00%	$5.00	Per Crypt	Y	N	
In Ground Cremation	$125.00	$130.00	4.00%	$5.00	Per Permit	Y	N	Affixing Bronze And Or Granite Panel or Other Base by External Supplier Excludes $145 for concrete rest/spacing block
Lawn Grave or Lawn Beam	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Affixing Bronze and or Graniute Panel or Other Base by External Supplier Excludes $145 for concrete rest/spacing block
Major Renovation Work - Additonal	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Each additional contiguous grave forming the same monument
Major Renovation Work - Single Grave	$190.00	$195.00	2.63%	$5.00	Per Permit	Y	N	
Memorialisation - Vase	$130.00	$135.00	3.85%	$5.00	Per Unit	Y	N	
New Headstone and Base with Existing Foundation - Addtional	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Each additional contigous grave forming the same monument
New Headstone and Base with Existing Foundation - Single Grave	$180.00	$185.00	2.78%	$5.00	Per Permit	Y	N	
New Headstone and Base without Existing Foundation - Additional	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Each addtional contigous grave forming the same monument
New Headstone and Base without Existing Foundation - Single Grave	$190.00	$195.00	2.63%	$5.00	Per Permit	Y	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Memorial [continued]								
New Monument with Existing Foundation - Additional	$60.00	$60.00	0.00%	$0.00	Per Permit	Y	N	Each Monument with Existing Foundation
New Monument with Existing Foundation -Single Grave	$220.00	$225.00	2.27%	$5.00	Per Permit	Y	N	
New Monument without Existing Foundation - Additional	$80.00	$80.00	0.00%	$0.00	Per Permit	Y	N	Each additional contigous grave forming the same monument
New Monument without Existing Foundation -Single Grave	$250.00	$255.00	2.00%	$5.00	Per Permit	Y	N	
Weekend or Public Holiday Access	$140.00	$145.00	3.57%	$5.00	Per Permit	Y	N	For memorial installation with prior approval
Weekend or Public Holiday Access +4 hours	$270.00	$275.00	1.85%	$5.00	Per Permit	Y	N	For Memorial Installation with Prior Approval

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
City Futures								
City Infrastructure Planning								
Infrastructure Planning								
Landscaping								
Fee charged to check the Landscape Plan	Landscape Plan check at 0.75% value of work				Per Cost Of Works	Y	N	
Fee charged to supervise Landscape Works	Landscape Construction Supervision based on 2.5 % value of work				Per Cost of works	Y	N	
Works Within Road Reserve								
Municipal Road Above 50 km/h - Nature Non Minor Works	$379.50	$388.99	2.50%	$9.49	Per Works	Y	N	Municipal Road Speed Limit above 50 km/hr - Works Other than Minor Work. Work conducted on a nature strip or reserve (Soil/Seeded Area)
Municipal Road Above 50km/h - Nature Minor Works	$96.74	$99.16	2.50%	$2.42	Per Works	Y	N	Municipal Road Speed Limit above 50km/h Roadway Minor Works Works conducted on nature strip or reserve (Soil/Seeded Area)
Municipal Road Above 50km/h - Roadway Minor Works	$150.19	$153.94	2.50%	$3.75	Per Works	Y	N	Municipal Road Speed Limit above 50km/h - Minor Works Works conducted on roadway, shoulder or pathway (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)
Municipal Road Above 50km/h - Roadway Non Minor Works	$693.79	$711.13	2.50%	$17.34	Per Works	Y	N	Municipal Road Speed Limit above 50km/h - Works Other than Minor Works. Conducted on Roadway, shoulder, or pathway. (Asphalt/Gravel Road, kerb & channel, concrete vehicle crossing and footpaths) Conducted on roadway, shoulder or pathway. (Asphalt/Gravel road, kerb, & channel, concrete vehicle crossing and footpaths 43.1 fee units

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Works Within Road Reserve [continued]								
Municipal Road Below 50km/h - Roadway Minor Works	$150.19	$153.94	2.50%	$3.75	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less- Minor Works Works conducted on roadway, shoulder or pathway. (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and foothpaths)
Municipal Road Below 50km/h - Nature Minor Works	$96.74	$99.16	2.50%	$2.42	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less- Nature Minor Works Works conducted on nature strip or reserve. (Soil/Seeded Area)
Municipal Road Below 50km/h - Nature Non Minor Works	$96.74	$99.16	2.50%	$2.42	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less. Works conducted on nature strip or reserve. (Soil/Seeded Area)
Municipal Road Below 50km/h - Roadway Non Minor Works	$379.50	$388.99	2.50%	$9.49	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less. Works conducted on roadway, shoulder or pathway (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)
Civil Infrastructure Planning								
Civil								
Engineering Civil Construction Supervision	2.5% Value of Work				Per Item	Y	N	Engineering Civil Construction Supervision 10% of Cost of Lights, Supply and Installation.
Engineering Civil Plan Checking	0.75% Value of Work					Y	N	
Non Standard Public Lighting	10% of Costs of Lights - Supply & Installation					N	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
City Strategy								
Planning Scheme Amendments								
Planning Scheme Amendment - Stage 1	$3,364.00	$3,364.00	0.00%	$0.00	(206 fee units)	Y	N	For a) Considering a request to amend a plannng scheme and b) Taking Action required by Division 1 of Part 3 of the Act and c) Considering any submissions which do not seek a change to the amendment and d) If applicable, abandoning the amendment
Planning Scheme Amendment- Stage 2A up to (and including) 10 Submissions	$16,672.90	$16,672.90	0.00%	$0.00	(1021 fee units) or	Y	N	For considering up to (and including) 10 submissions which seek to change an amendment and where necessary referring the submissions to a panel
Planning Scheme Amendment - Stage 2A - Between 11 (and including) 20 Submissions	$33,313.20	$33,313.20	0.00%	$0.00	(2040 fee units)	Y	N	For considering 11 (and including) 20 submissions which seek to change an amendment and where necessary referring the submission to the panel.
Planning Scheme Amendment - Stage 2A Exceeding 20 Submissions	$44,531.90	$44,531.90	0.00%	$0.00	(2727 fee units)	Y	N	For considering Submissions that exceed 20 submissions which include: a) Seek to change an amendment and where necessary referring the submissions to a panel b) Providing assistance to a panel in accordance with Section 158 of Act c) Making a submission to a panel under Part 8 of the Act at a hearing referred to in Section 24 (b) of the Act d) After considering submissions and the panel's report, abandoning the amendment

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Planning Scheme Amendments [continued]								
Planning Scheme Amendment - Stage 3	$530.70	$530.70	0.00%	$0.00	(32.5 fee units) if the Minister is not the planning authority or nil fee if the Minister is the planning authority	Y	N	For: a) Adopting the amendment or part of the amendment, in accordance with Section 29 of the Act b) Submitting the amendment for approval by the Minister in Accordance with Section 31 of the Act c) Giving Notice of the approval of the amendment required by section 36 (2) of the Act
Planning Scheme Amendment - Stage 4	$530.70	$530.70	0.00%	$0.00	(32.5 fee units) if the Minister is not the planning authority or nil fee if the Minister is the planning authority - This Fee is paid to the Minister	Y	N	Paid to the Minister for: a) Consideration by the Minister of a request to approve the amendment in accordance if Section 35 of the Act b) Giving Notice of approval of the amendment in accordance with section (36)1 of the act
Planning Scheme Amendment – Minister Request – Section 20A	$1,061.50	$1,061.50	0.00%	$0.00	(65 fee units)	Y	N	Fee for requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act
Planning Scheme Amendment – Minister Request – Section 20(4)	$4,409.10	$4,409.10	0.00%	$0.00	(270 fee units)	Y	N	Fee for requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act
City Growth and Development								
Subdivision Fees								
Amendment Subdivision - Class 18	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Amendment to Class 18 permit
Amendment Subdivision - Class 17	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Amendment to Class 11 permit
Amendment Subdivision - Class 19	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Amendment to Class 19 permit- Per 100 lots created
Amendment Subdivision - Class 20	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Amendment to Class 20 permit
Amendment Subdivision - Class 21	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Amendment to Class 21 permit

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Subdivision Fees [continued]								
Amendment Subdivision - Class 22	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Amendment to Class 16 permit
Subdivision Permit - Class 17	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	To subdivide an existing building (other than a class 9 permit)
Subdivision Permit - Class 18	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	To subdivide land into 2 lots (other than a class 9 or class 16 permit)
Subdivision Permit - Class 19	$1,453.40	$1,453.40	0.00%	$0.00		Y	N	To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9)
Subdivision Permit - Class 20	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Subdivide land (other than a class 9, class 16, class 17 or class 18 permit)
Subdivision Permit - Class 21	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	To complete a) Create, vary or remove a restriction within the meaning of the Subdivision Act 1988 b) Create or remove right of way c) Create, vary of remove an easement other than right of way d) Vary or remove a condition om the nature of an easement (other than right of way) in Crown grant
Subdivision Permit - Class 22	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Subdivision Permit - Class 22
Planning Applications								
Change of Use - Class 1	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	An Application for change of use only
Other Development - Class 11	$1,265.60	$1,265.60	0.00%	$0.00	Per Application	Y	N	To develop land (other than class 2, class 3 or class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less $100,000
Other Development - Class 12	$1,706.50	$1,706.50	0.00%	$0.00	Per Application	Y	N	To develop land (other than a class 4, class 5 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than $100,000 and not more than $1 million

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Planning Applications [continued]								
Other Development - Class 13	$3,764.10	$3,764.10	0.00%	$0.00	Per Application	Y	N	To develop land (other than a class 6 or class 8 or permit to subdivide or consolidate land) if the estimated cost of development is more than $1 million and not more than $5 million
Other Development - Class 14	$9,593.90	$9,593.90	0.00%	$0.00	Per Application	Y	N	
Other Development - Class 15	$28,291.70	$28,291.70	0.00%	$0.00	Per Application	Y	N	To develop land (other than a class 8 or permit to subdivide or consolidate land) if the estimated cost of development is more than $5 million and not more than $15 million
Other Development - Class 16	$63,589.00	$63,589.00	0.00%	$0.00	Per Application	Y	N	To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimate cost of development is more than $50 million
Single Dwelling - Class 2	$220.50	$220.50	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $10,000 or less
Single Dwelling - Class 3	$694.00	$694.00	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $10,000 but not more than $100,000
Single Dwelling - Class 6	$1,649.30	$1,649.30	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $1 million and $ 2 million

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Planning Applications [continued]								
Single Dwelling -Class 4	$1,420.70	$1,420.70	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $100,000 but not more than $500,000
Single Dwelling- Class 5	$1,535.00	$1,535.00	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $500,000 but not more than $1 million
VicSmart Application - Class 7	$220.50	$220.50	0.00%	$0.00	Per Application	Y	N	VicSmart Application where the cost of develop is $10,000 or less
VicSmart Application - Class 8	$473.60	$473.60	0.00%	$0.00	Per Application	Y	N	VicSmart Application if te estimated cost of development is more than $10,000
VicSmart Application - Class 9	$220.50	$220.50	0.00%	$0.00	Per Application	Y	N	VicSmart Application to subdivide or consolidate land
VicSmart Application - Other than Class 7, 8 or 9	$220.50	$220.50	0.00%	$0.00	Per Application	Y	N	VicSmart Application Class 10
Planning Amendments								
Amend or End a Section 173 Agreement	$726.70	$726.70	0.00%	$0.00	Per Agreement	Y	N	Fee for an agreement to a proposal to amend or end an agreement under 173 of the act.
Amendment Change of Use- Class 1	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Amendment to a permit to change the use of land allowed by the permit or allow a new use of land

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Planning Amendments [continued]								
Amendment Development other than Single Dwelling - Class 2	$1,453.40	$1,453.40	0.00%	$0.00	Per Application	Y	N	Amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit.
Amendment Other Development - Class 11,12,13,14,15 or 16 permit if cost of development is $100.000 or less	$1,265.60	$1,265.60	0.00%	$0.00	Per Application	Y	N	Amendment to Class 10 permit
Amendment Other Development - Class 11,12,13,14,15 or 16 permit if cost of development is between $100,000 and $1,000,000	$1,706.50	$1,706.50	0.00%	$0.00	Per Application	Y	N	Amendment to Class 11 permit
Amendment Other Development - Class 11,12,13,14,15 or 16 permit if the cost of development is more than $1,000,000	$3,764.10	$3,764.10	0.00%	$0.00	Per Application	Y	N	Amendment to Class 12,13,14 or 15 permit
Amendment Single Dwelling - Class 2,3,4,5 or 6 if cost of additional development is more than $10,000 but not more than $100,000	$694.00	$694.00	0.00%	$0.00		Y	N	Amendment to a class 3 permit
Amendment Single Dwelling - Class 2,3,4,5 or 6 if cost of additional development is more than $100,000 but not more than $500,000	$1,420.70	$1,420.70	0.00%	$0.00	Per Application	Y	N	Amendment to Class 4 permit
Amendment Single Dwelling - Class 2,3,4,5 or 6 permit if cost of additional development is more than $500,000	$1,535.00	$1,535.00	0.00%	$0.00	Per Application	Y	N	Amendment to a class 5 or class 6 permit
Amendment Single Dwelling- Class 2,3,4,5 or 6 Permit if cost of additional development is $10,000 or less	$220.50	$220.50	0.00%	$0.00	Per Application	Y	N	Amendment to a Class 2 Permit
Amendment Single Vic Smart - Class 7	$220.50	$220.50	0.00%	$0.00	Per Application	Y	N	Amendment to Class 7 permit
Amendment VicSmart - Class 8	$473.60	$473.60	0.00%	$0.00	Per Application	Y	N	Amendment to Class 8 permit
Amendment VicSmart - Class 9	$220.50	$220.50	0.00%	$0.00	Per Application	Y	N	Amendment to Class 9 permit
Amendment VicSmart - Other than Class 7, 8 or 9	$220.50	$220.50	0.00%	$0.00	Per Application	Y	N	Amendment to a Class 10 permit (VicSmart application other than a class 7, 8 or 9 permit)
Other Planning Fees								
Advertising of Planning - Public Notice	$23.60	$25.00	5.93%	$1.40	Per Notice	N	N	Charge for each notice
Advertising of Planning applications - Over 10 notices	$15.40	$17.00	10.39%	$1.60	Per Letter	N	N	Per Letter after first 10 letters
Application - Property Planning Controls	$184.00	$190.00	3.26%	$6.00	Per Application	N	N	Application for Information of Property Planning Controls
Bond/Bank Guarantee return processing fee	$527.88	$545.00	3.24%	$17.12		N	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Other Planning Fees [continued]								
Certificate of Compliance	$359.30	$359.30	0.00%	$0.00	Per Certificate	Y	N	Issue a certificate of compliance
Demolition Approval	$93.90	$93.90	0.00%	$0.00	Per Application	Y	N	Requst for demolition approval
Other Fees - Combined Permits	Value of the fee is sum of the highest of the fees which would have applied if seperate applications were made and 50% of each other fees which would have applied if separate applications were made					Y	N	Fee for combined permit applications
Planning Permit- Application Change of Use	$1,453.40	$1,453.40	0.00%	$0.00	Per Permit	Y	N	Plannig Permit - Application for Change of Use Only
Pre Application - Prior to Application	$184.00	$190.00	3.26%	$6.00		N	Y	Pre Application - Prior to Application
Satisfaction Matter	$359.30	$359.30	0.00%	$0.00	Each	Y	N	Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council
Advertising of planning application - up to 10 notices	$118.00	$122.00	3.39%	$4.00	Per Application	N	N	Discretionary fees
Copy of planning Permit (with associated plans) -Other	$179.00	$185.00	3.35%	$6.00	Per Application	N	N	Discretionary fees - Other
Copy of planning Permit (with associated plans) -Residential	$118.00	$121.00	2.54%	$3.00	Per Application	N	N	Discretionary fees - Residential
Development plan approval	$292.00	$359.30	23.05%	$67.30	Per Application	N	N	Discretionary fees
Extension of time	$215.00	$220.00	2.33%	$5.00	Per Application	N	N	Discretionary fees
Planning Controls	$190 or Planning Controls and Copy of Permit & Plans Discretionary fees				Per Application	N	N	
Precinct plan approval	$670.00	$685.00	2.24%	$15.00	Per Application	N	N	Discretionary fees
Property enquiries & searches	$184.00	$190.00	3.26%	$6.00	Per Application	N	N	Discretionary fees
Request to vary precinct plan approval	$292.00	$300.00	2.74%	$8.00	Per Application	N	N	Discretionary fees
Researching existing use right or non-conforming use right	$266.00	$275.00	3.38%	$9.00	Per Application	N	N	Discretionary fees
Secondary Consent Applications	$585.00	$600.00	2.56%	$15.00	Per Application	N	N	Discretionary Fees
Subdivision Certification								
Alteration of Plan	$122.50	$122.50	0.00%	$0.00		Y	N	Alteration of plan under section 10(2) of the Act
Amended Certified Plan	$155.10	$155.10	0.00%	$0.00		Y	N	Certificate issues to show amended certified plan under Section 11(1) of the Act

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Subdivision Certification [continued]								
Certification of Plan of Subdivision	$192.70	$192.70	0.00%	$0.00	Per Certificate	Y	N	Certificate of Plan of Subdivision

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
City Life								
Community Care and Active Living								
Wellness & Engagement								
Seniors Exercise Programs			Cost $5.00 to $15.00 Depending on the Activity		Per Program	N	N	Seniors Exercise Programs
Community Transport								
Hire of Community Bus - Bond	$218.00	$223.00	2.29%	$5.00		N	N	
Hire of Community Bus - Daily Fee	$68.50	$70.00	2.19%	$1.50	Daily Use	N	Y	
Hire of Community Bus - Overnight Fee	$164.00	$168.00	2.44%	$4.00		N	Y	
Hire of Community Bus - Bond 5 hours	$218.00	$223.00	2.29%	$5.00		N	N	
Hire of Community Bus - Fee 5 hours	$35.00	$36.00	2.86%	$1.00		N	Y	
Excess applicable for Insurance	$600.00	$2,000.00	233.33%	$1,400.00		N	Y	
Fuel Replacement & Administration Cost	$55.50	$57.00	2.70%	$1.50	Per Litre	N	Y	
Damage - Internal or External			Charges for internal or external damage to Community Bus		Associated Cost	N	Y	Associated Cost
Late Cancellation			Full scheduled booking fee		Full Scheduled Cost	N	Y	
Care Melton Expo								
Care Expo Site Fee	$163.00	$167.00	2.45%	$4.00	Per Stall	N	Y	
Exhibitor cancellation fee	$350.00	$359.00	2.57%	$9.00		N	Y	
CHSP - Social Support								
Social Support Individual - Full Cost	$56.00	$58.00	3.57%	$2.00	Per Session	N	N	
Social Support Group (Community Based) - High Fee Range	$111.00	$114.00	2.70%	$3.00	Per Session	N	N	Outing including meal
HACC Planned Activity Group (Community Based) - Low Fee Range	$29.00	$10.95	-62.24%	-$18.05	Per Session	N	N	Outing including meal
Social Support Group (Community Based) - Medium Fee Range	$29.00	$29.75	2.59%	$0.75	Per Session	N	N	Outing including meal
Social Support Individual - Low Fee Range	$7.25	$8.70	20.00%	$1.45	Per Session	N	N	
Social Support Individual - Medium Fee Range	$10.35	$10.60	2.42%	$0.25	Per Session	N	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
CHSP - Social Support (Centre Based)								
Social Support Group (Centre Based) - High Fee Range	$141.00	$145.00	2.84%	$4.00	Per Session	N	N	
Social Support Group (Centre Based) - Medium Fee Range	$10.70	$29.75	178.04%	$19.05	Per Session	N	N	
Social Support Group - Low Fee Range	$10.70	$17.50	63.55%	$6.80	Per Session	N	N	
HACC Domestic Assistance								
Domestic Assistance - High Fee Range	$56.50	$58.00	2.65%	$1.50	Per Hour	N	N	
Domestic Assistance - Low Fee Range	$8.10	$7.10	-12.35%	-$1.00	Per Hour	N	N	Charge for Late Cancellation
Domestic Assistance - Medium Fee Range	$15.70	$17.65	12.42%	$1.95	Per Hour	N	N	
Food Services								
Food Services low fee 2 course	$9.80	$13.10	33.67%	$3.30		N	N	Current fees is Food Services low fee range for 3 course meal and the new charge is to provide an option of 2 course meal based on feedback through client consultation.
Food Service - High Fee Range	$31.00	$32.00	3.23%	$1.00	Per Meal	N	N	
Food Service - Low Fee Range	$10.80	$11.05	2.31%	$0.25	Per Meal	Y	N	
Food Service - Medium Fee Range	$12.60	$14.20	12.70%	$1.60	Per Meal	N	N	
HACC Personal Care								
Personal Care - High Fee Range	$56.50	$58.00	2.65%	$1.50	Per Hour	N	N	
Personal Care - Low Fee Range	$6.55	$7.10	8.40%	$0.55	Per Hour	Y	N	
Personal Care - Medium Fee Range	$14.45	$17.65	22.15%	$3.20	Per Hour	N	N	
HACC Respite Care								
Respite - High Fee Range	$58.00	$58.00	0.00%	$0.00	Per Hour	N	N	
Respite - Low Fee Range	$5.90	$7.10	20.34%	$1.20	Per Hour	N	N	
Respite - Medium Fee Range	$13.75	$17.65	28.36%	$3.90	Per Hour	N	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
HACC Property Maintenance								
Property Maintenance - High Fee Range	HACC High Fee Range - 1 hour minimum charge of $68.00 and additional costs for materials				Per Hour	Y	N	Minimum charge is $49.50 per hour plus additional costs for materials
Property Maintenance - Low Fee Range	Low Fee Ranges - 1 hour minimum charge of $14.15 and additional costs for materials				Per Hour	Y	N	Minmum charge is $10.10 per hour plus additional costs for materials Per Hour
Property Maintenance - Medium Fee Range	HACC Medium Fee Range - 1 hour minimum charge of $21.10 and additional costs for materials				Per Hour	Y	N	Minimum charge is $18.70 per hour, plus additional cost for materials
CHSP Domestic Assistance								
CHSP Domestic Assistance - Full Cost	$0.00	$58.00	∞	$58.00		N	N	
CHSP Domestic Assistance - Low Fee	$0.00	$13.10	∞	$13.10		N	N	
CHSP Personal Care								
CHSP Personal Care - Low Fee	$0.00	$13.10	∞	$13.10		N	N	
CHSP Respite								
CHSP Respite - Full Cost	$0.00	$58.00	∞	$58.00		N	N	
CHSP Respite - Low Fee	$0.00	$7.10	∞	$7.10		N	N	
CHSP Property Maintenance								
CHSP Property Maintenance - Full Cost	$0.00	$68.00	∞	$68.00		N	N	
CHSP Property Maintenance - Low Fee	$0.00	$21.80	∞	$21.80		N	N	
CHSP Social Support Group								
CHSP Social Support Group - Full Cost	$0.00	$145.00	∞	$145.00		N	N	
CHSP Social Support Group - Low Fee	$0.00	$17.50	∞	$17.50		N	N	
CHSP Social Support Individual								
CHSP Social Support Individual - Full Cost	$0.00	$58.00	∞	$58.00		N	N	
CHSP Social Support Individual - Low Fee	$0.00	$8.70	∞	$8.70		N	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
HACC Planned Activity Group								
Planned Activity Group - Full Cost	$0.00	$145.00	∞	$145.00		N	N	
Planned Activity Group - Low Fee	$0.00	$8.75	∞	$8.75		N	N	
Planned Activity Group - Medium Fee	$0.00	$8.75	∞	$8.75		N	N	
Healthy Connected Communities								
Festivals and Events								
Event Vendor Fees								
Coffee Vendor Fees Lakeside Alive	$169.00	$169.00	0.00%	$0.00	Per Event	N	Y	Vendor Fee
Food Vendor Fee Flavour Fest	$225.50	$225.50	0.00%	$0.00	Per Event	N	Y	Vendor Fee
Food Vendor Fees Lakeside Alive	$338.00	$338.00	0.00%	$0.00	Per Event	N	Y	Vendor Fee
Event Vendor Fees Djerriwarrh Festival	$675.00	$675.00	0.00%	$0.00	Per Event	N	Y	Vendor Fee
Event Vendor Fees Carols by Candlelight	$500.00	$500.01	0.00%	$0.01	Per Event	N	Y	Vendor Fee
Community Participation & Connection								
Men's Shed - Session	Dependent on Activity - Per Session Fee Range $3.00 to $23.00				Per Session	N	Y	
Class Fee	Fee for Class - variable between $0 - $150.				Per Hour	N	Y	Dependent on Program 75% of Tutor Cost
Child Family and Youth								
Early Childhood Programs								
Family Day Care Services								
Booked Core Hours - 8am to 6pm	Fee Range (Hourly Rate) $8.35 to $11.40				Per Hour	N	N	Booked Core Hours - 8:00am to 6:00pm
Booked Non Core Hours - 6pm to 8am	Fee Range (Hourly Rate) $9.30 to $11.90				Per Hour	N	N	Booked Non Core Hours 6:00pm to 8:00am
Casual Care - Weekdays	Fee Range (Hourly Rate) $13.35 to $17.90				Per Hour	N	N	
Meals - Breakfast	Charge Range $4.10 to $6.65				Per Meal	N	N	
Meals - Dinner	Charge Range $7.70 to $9.40				Per Meal	N	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Family Day Care Services [continued]								
Meals - Lunch			Charge range $6.15 to $9.50		Per Meal	N	N	
Meals - Snack			Charge Range $3.10 to $3.90		Per Meal	N	N	
Public Holiday In Care			Fee Range (Hourly Rate) $15.95 to $23.50			N	N	
Transport - Local Trip			Charge Range $4.60 to $6.35		Per Trip	N	N	
Administration Levy	$2.65	$2.75	3.77%	$0.10	Per Hour	Y	N	Per Hour Per Child nil capping
Educator Levy	$0.35	$0.35	0.00%	$0.00	Per Hour	Y	N	Per Hour Per Child nil capping
Vacation Care								
Centre Days	$89.50	$91.75	2.51%	$2.25	Per child	Y	N	
Excursions	$40.00	$41.00	2.50%	$1.00	Per child	Y	N	Maximum
Incursions	$27.50	$28.20	2.55%	$0.70	Per child	Y	N	Minimum
Late Enrolment Fee	$23.65	$24.25	2.54%	$0.60	Per booking	Y	N	
Late Pickup Fee	$5.65	$5.80	2.65%	$0.15	Per child Per minute	Y	N	
Young Communities								
Melton Youth Centre								
Office Hire – Melton Youth Centre – Permanent Agency User (5 days per week for 52 weeks)	$0.00	$8,513.07	∞	$8,513.07		N	Y	Office Hire – Melton Youth Centre – Permanent Agency User (5 days per week for 52 weeks) Office Hire – Melton Youth Centre – Permanent Agency User (5 days per week for 52 weeks)

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Melton Youth Centre [continued]								
Office Hire Melton Youth Centre – Permanent Agency User (1 day per week for 52 weeks)	$0.00	$1,706.05	∞	$1,706.05		N	Y	Melton Youth Centre – Permanent Agency User (1 day per week for 52 weeks) Melton Youth Centre – Permanent Agency User (1 day per week for 52 weeks)
Workstation Hire - Youth Centres - Permanent Agency User - 1 day per week for 52 weeks	$1,490.00	$1,581.64	6.15%	$91.64	Per Day	N	Y	Workstation Hire - Youth Centres - Permanent Agency User - per day Workstation Hire - Youth Centres - Permanent Agency User Workstation Hire - Youth Centres - Permanent Agency User
Workstation Hire - Youth Centres - Permanent Agency User - 5 days per week for 52 weeks	$7,435.00	$7,892.24	6.15%	$457.24	Annual - 5 days per week	N	Y	Office/Workstation Hire - Youth Services - Permanent Agency User
Career Expo								
Career Expo - Vendor Fee	$0.00	$168.00	∞	$168.00		N	Y	Career Expo - Vendor Fee (per Stall holder) Career Expo - Vendor Fee (per Stall holder)
Careers Expo- Sponsorship Tier 1	$0.00	$1,000.00	∞	$1,000.00		N	Y	Careers Expo- Sponsorship Tier 1 Careers Expo- Sponsorship Tier 1
Careers Expo- Sponsorship Tier 2	$0.00	$2,000.00	∞	$2,000.00		N	Y	Careers Expo- Sponsorship Tier 2 Careers Expo- Sponsorship Tier 2
Careers Expo- Sponsorship Tier 3	$0.00	$3,000.00	∞	$3,000.00		N	Y	Careers Expo- Sponsorship Tier 3 Careers Expo- Sponsorship Tier 3

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Employability Workshop								
Employability Workshops- Enrolment	$0.00	$20.00	∞	$20.00		N	Y	Employability Workshops- Enrolment Employability Workshops- Enrolment
Teenage Holiday Program								
Teenage Holiday Program	Fee Range $5 to $55- dependent on activity				Per Participant	N	Y	Teenage Holiday Program
Recreation and Facility Activation								
After Function Hire Clean	$134.00	$137.00	2.24%	$3.00	Per Hire	N	Y	
After Function Inspection	$63.00	$64.50	2.38%	$1.50	Per Hire	N	Y	
Insurance Casual User	$32.50	$33.50	3.08%	$1.00	Per Hire	N	Y	
Community Room - Casual Community Agency User	$21.70	$22.25	2.53%	$0.55	Per Hour	N	Y	
Community Room - Casual Community User	$17.10	$17.55	2.63%	$0.45	Per Hour	N	Y	
Community Room - Casual User Bond	$500.00	$500.00	0.00%	$0.00	Per Hire	N	N	
Community Room - Permanent and Casual Commercial Users OR Private function before 5pm	$32.50	$33.50	3.08%	$1.00	Per Hour	N	Y	
Community Room - Permanent Community Agency users	$15.80	$16.20	2.53%	$0.40	Per Hour	N	Y	
Community Room - Permanent Community Users	$11.80	$12.10	2.54%	$0.30	Per Hour	N	Y	
Community Room - Function Hire after 5pm	$67.00	$68.50	2.24%	$1.50	Per Hour	N	Y	
Meeting Room hire (<20 capacity) - Casual Community Agency Users	$16.45	$16.85	2.43%	$0.40	Per Hour	N	Y	
Meeting Room hire (<20 capacity) - Casual Community Users	$12.40	$12.70	2.42%	$0.30	Per Hour	N	Y	
Meeting room hire (<20 capacity) - Casual User Bond	$200.00	$200.00	0.00%	$0.00	Per Hire	N	N	
Meeting Room hire (<20 capacity) - Permanent and Casual Commercial Users	$28.65	$29.35	2.44%	$0.70	Per Hire	N	Y	
Meeting Room hire (<20 capacity) - Permanent Community Agency Users	$11.80	$12.10	2.54%	$0.30	Per Hour	N	Y	
Meeting Room hire (<20 capacity) - Permanent Community Users	$10.05	$10.30	2.49%	$0.25	Per Hour	N	Y	
Office Hire in Community Facilities	$60.50	$62.00	2.48%	$1.50	Per Day	N	Y	

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Recreation and Facility Activation [continued]

Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
PA System/Audio system – (no operator inc. Lecturn and Microphone and access to lighting controls) - Commercial OR Private function	$150.00	$154.00	2.67%	$4.00	Per Hire	N	Y	
PA System/Audio system – (no operator Inc. Lectern and Microphone and access to lighting controls) - Community group/Community agency	$88.50	$90.50	2.26%	$2.00	Per Hire	N	Y	
Staff: Set Up / Service Per Officer/Per Hour	$56.00	$57.50	2.68%	$1.50	Per Hour	N	Y	
Day booking (prior to 5pm) - Commercial OR Private function	$102.00	$105.00	2.94%	$3.00	Per Hour	N	Y	
Day booking (prior to 5pm) - Community group/Community agency	$60.50	$62.00	2.48%	$1.50	Per Hour	N	Y	
Evening booking (after 5pm) - Commercial OR Private function	$117.00	$120.00	2.56%	$3.00	Per Hour	N	Y	
Evening booking (after 5pm) - Community group/Community agency	$69.00	$70.50	2.17%	$1.50	Per Hour	N	Y	
Bond for Auditorium	$500.00	$500.00	0.00%	$0.00	Per Booking	N	N	
Bond for Auditorium - Meeting Rooms	$200.00	$200.00	0.00%	$0.00	Per Booking	N	N	
Meeting room 1 or 2/3 - Community group/Community agency - Per Hour	$18.80	$19.25	2.39%	$0.45	Per Hour	N	Y	
Meeting room 1 or 2/3 - Community group/Community agency - Per Day	$93.00	$95.50	2.69%	$2.50	Per Day	N	Y	
Meeting room 1, or 2 /3 - Commercial - Per Day	$127.00	$130.00	2.36%	$3.00	Per Day	N	Y	
Meeting room 1, or 2 /3 - Commercial - Per Hour	$25.25	$25.90	2.57%	$0.65	Per Hour	N	Y	
Meeting Room 4 - Commercial rate - Per Day	$192.00	$197.00	2.60%	$5.00	Per Day	N	Y	
Meeting Room 4 - Commercial rate - Per Hour	$39.00	$40.00	2.56%	$1.00	Per Hour	N	Y	
Meeting room 4 - Community group/Community agency Per Day	$127.00	$130.00	2.36%	$3.00	Per Day	N	Y	
Meeting room 4 - Community group/Community agency - Per Hour	$25.25	$25.90	2.57%	$0.65	Per Hour	N	Y	
Casual Community - Room Hire - Community Agency	$21.70	$22.25	2.53%	$0.55	Per Hour	N	Y	
Casual Community Room Hire - Community Group	$17.10	$17.55	2.63%	$0.45	Per Hour	N	Y	
Permanent & Casual Commercial Room Hire	$32.50	$33.50	3.08%	$1.00	Per Hour	N	Y	
Permanent Community Room Hire - Community Agency	$15.80	$16.20	2.53%	$0.40	Per Hour	N	Y	
Permanent Community Room Hire - Community group	$11.80	$12.10	2.54%	$0.30	Per Hour	N	Y	
Casual User Insurance	$32.50	$33.50	3.08%	$1.00	Per Hour	N	Y	
Community Room hire - Casual Community Agency User (other than Seniors groups)	$21.70	$22.25	2.53%	$0.55	Per Hour	N	Y	
Community Room hire - Casual Community User (other than Seniors groups)	$17.10	$17.55	2.63%	$0.45	Per Hour	N	Y	
Community Room hire - Casual User Bond/Private function bond	$500.00	$500.00	0.00%	$0.00	Per Hire	N	N	
Community Room hire - Permanent and Casual Commercial Users OR Private function before 5pm (other than Seniors groups)	$32.50	$33.50	3.08%	$1.00	Per Hour	N	Y	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Recreation and Facility Activation [continued]								
Community Room hire - Permanent Community Agency users (other than Seniors groups)	$15.80	$16.20	2.53%	$0.40	Per Hour	N	Y	
Community Room hire - Permanent Community Users (other than Seniors groups)	$11.80	$12.10	2.54%	$0.30	Per Hour	N	Y	
Function hire after 5pm (other than Seniors groups)	$67.00	$68.50	2.24%	$1.50	Per Hour	N	Y	
Civic and Community Facilities Operations								
Private function - Seniors Rate	$249.00	$255.00	2.41%	$6.00	Per Hire	N	Y	
Seniors Community Groups - Permanent	$7.75	$7.95	2.58%	$0.20	Per Hour	N	Y	
Athletic Facilities								
Carnivals - Regional association/combined schools carnival hire fee	$494.00	$505.00	2.23%	$11.00	Per Event	N	Y	Maximum 6 hours Hire fee per carnival (max 6 hrs booking)
Casual use/training - commercial use (including PT, coaches) and community use from outside the municipality (including schools, clubs)	$84.00	$86.00	2.38%	$2.00	Per Event	N	Y	Fee per hour for commercial hire (e.g. personal training) and communty hire from groups outside the municipality (e.g. schools, sporting clubs)
Casual use/training (local schools and clubs)	$56.00	$57.50	2.68%	$1.50	Per hour	N	Y	Fe per hour - excludes lighting
School Carnivals - Local Schools	$331.00	$339.00	2.42%	$8.00	Per event	N	Y	Hire fee per carnival for local schools (max 6 hrs booking)
School Carnivals - users from outside the municipality	$447.00	$458.00	2.46%	$11.00	Per event	N	Y	Hire fee per carnival for schools outside the municipality (max 6 hrs booking)
Standard equipment hire (Core equipment)	$226.00	$232.00	2.65%	$6.00	Per event	N	Y	Equipment hire fee for carnivals (max 6 hrs booking)
Indoor Stadiums								
Basketball Court - Peak	$47.00	$48.00	2.13%	$1.00	per hr /court	N	Y	
Basketball Court -Off Peak	$34.00	$35.00	2.94%	$1.00	per hr /court	N	Y	
Cobblebank Meeting Room 1 (accommodates 8 people)	$13.00	$13.50	3.85%	$0.50	per hour	N	Y	
Cobblebank Meeting Room 2 (accommodates 12 people)	$16.00	$16.50	3.13%	$0.51	per hour	N	Y	
Cobblebank Multi Purpose Room	$66.00	$67.50	2.27%	$1.50	per hour	N	Y	
Cobblebank Foyer/Function space	$11.00	$11.50	4.55%	$0.49	per hour	N	Y	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Indoor Stadiums [continued]								
Cobblebank Office (Club office)	$16,502.00	$16,914.50	2.50%	$412.50	annual fee	N	Y	
Cobblebank Desk Space (1 desk within Admin Office)	$7,438.00	$7,625.00	2.51%	$187.00	annual fee	N	Y	
Cobblebank Retractable Seating- Total 962 people (Cleaning only)	$212.00	$217.00	2.36%	$5.00	per day	N	Y	
Cobblebank Elite Change Rooms (Cleaning only)	$160.00	$164.00	2.50%	$4.00	per booking	N	Y	
Caroline Springs Café (meetings space)	$39.00	$40.00	2.56%	$1.00	per hour	N	Y	
Bond	$650.00	$650.00	0.00%	$0.00	per hour	N	N	
Council Insurance Fee	$32.00	$33.00	3.13%	$1.00	per booking	N	Y	
Caroline Springs Tennis Courts - no lights (casual rate)	$12.00	$12.60	5.00%	$0.60	per hour	N	Y	
Caroline Springs Tennis Courts - with lights (casual rate)	$23.00	$23.50	2.17%	$0.50	per hour	N	Y	
Caroline Springs Tennis Social Room & Kitchen (casual rate)	$48.00	$49.00	2.08%	$1.00	per hour	N	Y	
Recreation Reserves								
Casual Pavilion Hire	$13.00	$13.50	3.85%	$0.50		N	Y	Casual Pavilion Hire
Bond for hire	$500.00	$500.00	0.00%	$0.00	Per booking	N	N	Refundable
Cleaning after Pavilion Hire	$138.00	$141.00	2.17%	$3.00	Per event/hire	N	Y	Pavilion cleaning fee following casual/ event hire
Hard Court Hire (Tennis & Netball) - Casual users from outside the municipality	$14.50	$12.60	-13.10%	-$1.90	Per Court Per Hour	N	Y	Casual hire of tennis and netball courts by non-Melton groups - per court per hour
Hard Court Hire (Tennis & Netball) - Commercial Use	$371.00	$380.00	2.43%	$9.00	Per month	N	Y	Monthly fee for hire of up to 4 courts
Hard Courts (Tennis & Netball) - Seasonal use local sporting clubs	$460.00	$472.00	2.61%	$12.00	Per unit	N	Y	Includes Pavillion & Ground Use
Sports Lighting	$28.00	$29.00	3.57%	$1.00	Per hour	N	Y	
Sportsground Hire (Grass) - Casual users from outside the municipality	$31.00	$32.00	3.23%	$1.00	Per hour	N	Y	
Sportsground Hire (Grass) - Commercial Use, Coaching, Academies, Events	$240.00	$246.00	2.50%	$6.00	Per Week	N	Y	
Sportsground Hire (Grass) - Personal Trainers	$120.00	$123.00	2.50%	$3.00	Per Month	N	Y	
Seasonal Use (Sportsgrounds) - local sporting clubs	$460.00	$472.00	2.61%	$12.00	Per unit	N	Y	Includes Pavilion and Ground (Grass and Synthetic Surfaces) Use
Synthetic Sportsground Hire - users from outside the municipality	$87.00	$89.00	2.30%	$2.00	Per hour	N	Y	Casual hire of synthetic sportsground per hour for non-melton schools and groups - does not include lighting or pavilion access
Synthetic Sportsground Hire - City of Melton Schools and Clubs	$28.00	$29.00	3.57%	$1.00	Per hour	N	Y	Hire of synthetic sportsground per hour - does not include lighting or pavilion access

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Libraries and Learning								
Libraries Services								
Consumables								
Basic Ear Phones	$2.00	$2.00	0.00%	$0.00	Each	N	Y	
USB 8GB	$9.00	$9.00	0.00%	$0.00	Each	N	Y	Charge is for USBs sold to the public. We purchase for $4.50 each at wholesale. This is not revenue raising - more of a community service. Charge is for USBs sold to the public. We purchase for $4.50 each at wholesale. This is not revenue raising - more of a community service.
Library Bags	$2.00	$2.05	2.50%	$0.05	Per bag	N	Y	
Programs								
Per Person for some events and programs	Minimum Charge $2.00. Charge varies depending on program.				Per Person	N	Y	
Membership								
Replacement of membership card	$2.60	$2.60	0.00%	-$0.01	Per item	N	N	Replacement cost for lost, damaged or stolen library card.
Charge for late library item returns	$0.20	$0.20	0.00%	$0.00	Per item Per day	N	N	. Accrues daily to maximum of $2.00 Per item
Inter-Library Loan requests outside of Swift Consortium	$16.40	$16.80	2.44%	$0.40	Per item	N	Y	This is the standard national rate for Inter-library loans, however the library passes on to customers any further charges levied by the lending library.
Lost Damaged & Stolen Items	Replacement cost for lost, damaged or stolen library items as recorded on the library database.					N	N	
Photocopying/Printing								
Black and white A3	$0.40	$0.40	0.00%	$0.00	Per page	N	Y	
Black and white A4	$0.20	$0.20	0.00%	$0.00	Per page	N	Y	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Photocopying/Printing [continued]								
Colour A3	$2.00	$2.00	0.00%	$0.00	Per page	N	Y	
Colour A4	$1.00	$1.00	0.00%	$0.00	Per page	N	Y	
Venue Hire								
Meeting Room (16 maximum capacity) – Commercial – per day	$167.50	$170.00	1.49%	$2.50	Per Day	N	Y	
Meeting Room (16 maximum capacity) – Commercial – per hour	$33.50	$35.00	4.48%	$1.51	Per Hour	N	Y	
Meeting Room (16 maximum capacity) – Community group/Community agency – per day	$100.00	$102.50	2.50%	$2.50	Per Day	N	Y	
Meeting Room (16 maximum capacity) – Community group/Community agency – per hour	$20.00	$21.50	7.50%	$1.50	Per Hour	N	Y	
Workstation Licence - Per Calendar Year	$7,700.00	$7,892.50	2.50%	$192.50	Per Workstation	N	Y	Workstation Licence - per calendar year Annual licence fee for community service organisation use of one desk in co -working space
Workstation Licence - Per Quarter	$1,920.00	$1,970.00	2.60%	$50.00	Per Workstation	N	Y	Workstation licence - per quarter Quarterly Licence fee for community service organisation, use of one desk in co working space.
Bond - after hours	$243.00	$249.00	2.47%	$6.00	Per Booking	N	N	
Staff setup/Clean- Per Hour	$55.00	$56.50	2.73%	$1.50	Per Hour	N	Y	Per Staff officer
Balam Balam Seminar room - Commercial rate - Per Day	$530.00	$543.25	2.50%	$13.25	Per Day	N	Y	
Balam Balam Seminar room - Commercial rate - Per Hour	$107.00	$110.00	2.80%	$3.00	Per Hour	N	Y	
Balam Balam Seminar room - Community group/Community agency - Per Day	$262.00	$268.55	2.50%	$6.55	Per Day	N	Y	
Balam Balam Seminar room - Community group/Community agency	$54.00	$55.35	2.50%	$1.35	Per Hour	N	Y	
Butler AV room - Commercial - Per Day	$227.00	$232.60	2.47%	$5.60	Per Day	N	Y	
Butler AV room - Commercial - Per Hour	$46.00	$47.15	2.50%	$1.15	Per Hour	N	Y	
Butler AV room - Community group/Community agency - Per Day	$113.00	$115.00	1.77%	$2.00	Per Day	N	Y	
Butler AV room - Community group/Community agency - Per Hour	$23.00	$23.60	2.61%	$0.60	Per Hour	N	Y	
Double training room - Commercial - Per Day	$363.00	$372.00	2.48%	$9.00	Per Day	N	Y	
Double training room - Commercial - Per Hour	$72.00	$73.85	2.57%	$1.85	Per Hour	N	Y	
Double training room - Community group/Community agency - Per Day	$175.00	$179.30	2.46%	$4.30	Per Day	N	Y	
Double training room - Community group/Community agency - Per Hour	$35.50	$36.40	2.54%	$0.90	Per Hour	N	Y	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Venue Hire [continued]								
Meeting room (8 maximum capacity) - Commercial Per Day	$124.00	$127.10	2.50%	$3.10	Per Day	N	Y	
Meeting room (8 maximum capacity) - Commercial Per Hour	$26.00	$26.65	2.50%	$0.65	Per Hour	N	Y	
Meeting room (8 maximum capacity) - Community group/Community agency - Per Hour	$90.50	$92.75	2.49%	$2.25	Per Hour	N	Y	
Meeting room (8 maximum capacity) - Community group/Community agency - Per Hour	$19.60	$20.10	2.55%	$0.50	Per Hour	N	Y	
Training/meeting room (20-25 maximum capacity) - Commercial Per Day	$188.00	$192.70	2.50%	$4.70	Per Day	N	Y	
Training/meeting room (20-25 maximum capacity) - Commercial Per Hour	$38.50	$39.50	2.60%	$1.00	Per Hour	N	Y	
Training/meeting room (20-25 maximum capacity) - Community group/ Community agency Per Day	$124.00	$127.10	2.50%	$3.10	Per Day	N	Y	
Training/meeting room (20-25 maximum capacity) - Community group/ Community agency Per Hour	$24.60	$25.20	2.44%	$0.60	Per Hour	N	Y	
Triple training room - Commercial Per Day	$386.00	$395.65	2.50%	$9.65	Per Day	N	Y	
Triple training room - Commercial Per Hour	$78.50	$80.50	2.55%	$2.00	Per Hour	N	Y	
Triple training room - Community group/Community agency Per Day	$227.00	$232.60	2.47%	$5.60	Per Day	N	Y	
Triple training room - Community group/Community agency Per Hour	$46.00	$47.15	2.50%	$1.15	Per Hour	N	Y	
Laptop Hire	$3.00	$3.10	3.33%	$0.10	Per Hire	N	Y	
Maternal and Child Health								
Immunisation								
Bexsaro Vaccination	$0.00	$145.00	∞	$145.00		N	Y	Bexsaro Vaccination Bexsaro Vaccination
Influenza vaccination	$0.00	$25.00	∞	$25.00		N	Y	Influenza vaccination Influenza vaccination

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Freedom of Information								
Freedom Of Information - Application Fee	$31.35	$32.13	2.49%	$0.78	Per Application	Y	N	
Freedom of Information - Charge for Search	$23.47	$24.06	2.51%	$0.58	Per hour or part thereof	Y	N	This fee is charged to undertake a search for documents
Freedom of Information - Charge for Supervision	$23.47	$24.06	2.51%	$0.58	Per quarter hour or part thereof	Y	N	This fee is charged to undertake a search for documents
Freedom Of Information Photocopying - Colour	$1.15	$1.18	2.61%	$0.03	Per Copy	Y	N	Freedom of Information- Colour
Freedom Of Information Photocopying - A3 Copy	$0.60	$0.62	3.33%	$0.02	Per Copy	Y	N	Freedom of Information - A3 Black
Freedom Of Information Photocopying - A4 Copy	$0.20	$0.21	5.00%	$0.01	Per Copy	Y	N	Freedom of Information - A4 Black

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Organisational Performance								
Finance								
Rates								
Rates Information								
Copy of Previous Years Rates & Valuation Notice	$16.75	$17.17	2.51%	$0.42	Per request	N	N	
Interest on outstanding rates	Penalty interest rate approved by Minister				Per request	N	N	As set by Attorney General
Land Information								
Land Information Certificates	Land Information Certificates - As per the Local Government (General) Regulations 2015				Per Certificate	N	N	
Land Information certificates same day service (in additional to statutory fee)	$48.00	$49.20	2.50%	$1.20	Per Certificate	N	N	
Rate History Search	$55.50	$56.89	2.50%	$1.39	Per hour	N	N	
Supplementary Valuations								
Supplementary Valuations City West Water	$27.60	$28.29	2.50%	$0.69	Per Request	N	N	
Administration								
Other								
Dishonoured Payment (Cheque, Direct debits) - Administration fee	$16.05	$16.45	2.49%	$0.40	Per Dishonour	N	N	
Water charges from stand pipe	$5.80	$5.95	2.59%	$0.15	Per Kilo Litre	N	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
City Delivery								
Community Safety								
Interest on Unpaid Money - Section 227 A Local Government Act	Penalty Interest Rate approved by the Attorney General in accordance with Section 2 of the Penalty Interest Rate Act 1983				Per Application	Y	N	Penalty Interest Rate approved by the Attorney General in accordance with Section 2 of the Penalty Interest Rate Act 1983
Fire Prevention								
Fire Prevention Notice	Administration Fee for Fire Prevention Cost include any associated Contractor charges no increase for FY 23/24 other than the CPI; the current costs reflect officer time accurately					Y	N	Administration Fee for Fire Prevention Cost includes Contractor charges
Accommodation								
Prescribed Accommodation Premises - Up to 5 people	$235 plus $25 Per Additional Person over 5				Per Application	Y	N	
Prescribed Accommodation Premises - rooming houses Up to 4 people	$235 plus $25 Per Additional Person over 5				Per Application	Y	N	
Animal Registration								
Deceased Refund	Pro Rata 50% of Reduction - Per Half				Per Half	N	N	Pro Rata 50% Reduction
Pro Rata Registration	Pro Rata Rate 50% Reduction Per Half				Per Half	Y	N	Pro Rata Rate - 50% Reduction
Unsterilised Dog – Full Fee	$166.50	$171.00	2.70%	$4.50	Per Animal	Y	N	
Unsterilised Dog – Full Fee (Pensioner)	$83.25	$85.50	2.70%	$2.25	Per Animal	Y	N	
Unsterilised Cat – Full Fee (Only Animals Register prior to Aug 2011 or exemption)	$120.10	$123.20	2.58%	$3.10	Per Animal	Y	N	
Unsterilised Cat – Full Fee (Only Animals Register prior to Aug 2011 or exemption) Pensioner	$60.05	$61.60	2.58%	$1.55	Per Animal	Y	N	
Sterilised Dog – Reduced Fee	$55.50	$57.00	2.70%	$1.50	Per Animal	N	N	
Sterilised Dog – Reduced Fee (Pensioner)	$27.75	$28.50	2.70%	$0.75	Per Animal	N	N	
Sterilised Cat – Reduced Fee	$40.20	$41.50	3.23%	$1.30	Per Animal	N	N	
Sterilised Cat – Reduced Fee (Pensioner)	$20.10	$20.75	3.23%	$0.65	Per Animal	N	N	
Micro chipped Dog (Registered Prior to 10th April 2013)	$55.50	$57.00	2.70%	$1.50	Per Animal	N	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Animal Registration [continued]								
Micro chipped Dog (Registered Prior to 10th April 2013) (Pensioner)	$27.75	$28.50	2.70%	$0.75	Per Animal	N	N	
Micro chipped Cat (Registered prior to 10th April 2013)	$40.20	$41.50	3.23%	$1.30	Per Animal	N	N	
Micro chipped Cat (Registered prior to 10th April 2013) (Pensioner)	$20.10	$20.75	3.23%	$0.65	Per Animal	N	N	
Dog kept for breeding by Domestic Animal Business	$55.50	$57.00	2.70%	$1.50	Per Animal	N	N	
Dog kept for breeding by Domestic Animal Business (Pensioner)	$27.75	$28.50	2.70%	$0.75	Per Animal	N	N	
Cat kept for breeding by Domestic Animal Business	$40.20	$41.50	3.23%	$1.30	Per Animal	N	N	
Cat kept for breeding by Domestic Animal Business (Pensioner)	$20.10	$20.75	3.23%	$0.65	Per Animal	N	N	
Approved Applicable Obedience Trained Dog	$55.50	$57.00	2.70%	$1.50	Per Animal	N	N	
Approved Applicable Obedience Trained Dog (Pensioner)	$27.75	$28.50	2.70%	$0.75	Per Animal	N	N	
Unsterilised Working Dog - Livestock	$55.50	$57.00	2.70%	$1.50	Per Animal	N	N	
Unsterilised Working Dog - Livestock(Pensioner)	$27.75	$28.50	2.70%	$0.75	Per Animal	N	N	
Sterilised Working Dog - Livestock	$55.50	$57.00	2.70%	$1.50	Per Animal	N	N	
Sterilised Working Dog - Livestock (Pensioner)	$27.75	$28.50	2.70%	$0.75	Per Animal	N	N	
Dangerous Dog - Guard Dog Non-Residential Premises	$187.00	$191.80	2.57%	$4.80	Per Animal	N	N	
Declared Restricted Breed Dog	$304.00	$311.80	2.57%	$7.80	Per Animal	N	N	
Declared Dangerous Dog	$304.00	$311.80	2.57%	$7.80	Per Animal	N	N	
Declared Menacing dog	$304.00	$311.80	2.57%	$7.80	Per Animal	N	N	
Dog > 10 years old	$55.50	$57.00	2.70%	$1.50	Per Animal	Y	N	
Dog > 10 years old (Pensioner)	$27.75	$28.50	2.70%	$0.75	Per Animal	Y	N	
Cat > 10 years old	$40.20	$41.50	3.23%	$1.30	Per Animal	Y	N	
Cat > 10 years old (Pensioner)	$20.10	$20.75	3.23%	$0.65	Per Animal	N	N	
Feline Council Control or Approved Applicable Organisation Registered Cat	$40.20	$41.50	3.23%	$1.30	Per Animal	N	N	
Feline Council Control or Approved Applicable Organisation Registered Cat (Pensioner)	$20.10	$20.75	3.23%	$0.65	Per Animal	N	N	
Approved Applicable Organisation Registered Dog	$55.50	$57.00	2.70%	$1.50	Per Animal	Y	N	
Approved Applicable Organisation Registered Dog (Pensioner)	$27.75	$28.50	2.70%	$0.75	Per Animal	Y	N	
Microchip	$93.00	$95.50	2.69%	$2.50	Per Animal	N	Y	
Permit Application Fee - (Bi-Yearly) Multiple animals	$117.65	$120.60	2.51%	$2.95	Per Permit	Y	N	
Multiple Animal Permit Renewal	$84.50	$87.00	2.96%	$2.50	Per Permit	Y	N	
Multiple Animal Permit Amendment Fee	$56.75	$58.17	2.50%	$1.42	Per Permit	Y	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Animal Adoption								
Adoption Cost for Animal (Male) - Dog	$400.00	$450.00	12.50%	$50.00	Per Animal	N	Y	Does not include registration fee - Dog
Adoption Cost for Animal (Female) - Dog	$450.00	$500.00	11.11%	$50.00	Per Animal	N	Y	Does not include registration fee
Adoption Cost for Animal (Male) - Cat	$100.00	$130.00	30.00%	$30.00	Per Animal	N	Y	Does not include registration fee -Cat
Adoption Cost for Animal (Female) - Cat	$120.00	$150.00	25.00%	$30.00	Per Animal	N	Y	Does not include Registration Fee - Cat
Building Lodgement								
Request for building Permit information - Regulation 51 (1), (2), & (3)				As per Regulations	Per Information	Y	N	
Council consent/discretion - Part 5 Siting Requirements (Reg 73-97)				As per Regulations	Per Inspection	Y	N	
Affected Owners Written Consultation Fee	$374.00	$383.35	2.50%	$9.35	Per Lodgement	N	Y	
Lodgement fees - Other Classes				As per Regulations	Per Lodgement	Y	N	
Building permit lodgement fees (section 30)				As per Regulations	Per Lodgement	N	N	
Council consent/discretion Non - Siting Matters (Reg 310, 513,515,604,801,802, & 806)				As per Regulations	Per Lodgement	Y	N	
Domestic Building Plans Search Fee (non - refundable)	$205.00	$211.00	2.93%	$6.00	Per Search	N	N	
Commercial Building Plans Search Fee (non - refundable)	$205.00	$220.00	7.32%	$15.00	Per Search	N	N	
Copy of Building Permit Form	$49.00	$51.00	4.08%	$2.00	Per Item	N	N	
Copies of plans (Maximum of 10 A3's) must also include search fee	$55.50	$57.00	2.70%	$1.50	Per Search	N	N	
Copies of A1 Plans (each)	$45.00	$47.00	4.44%	$2.00	Per Copy	N	N	
Copies of occupancy Permits must also include search fee	$87.00	$90.00	3.45%	$3.00	Per Permit	N	N	
Copies of Building Insurance certificate include search fee	$49.00	$51.00	4.08%	$2.00	Per Certificate	N	N	
Copies of Soil Report must also include search fee	$49.00	$51.00	4.08%	$2.00	Per Search	N	N	
Copies of Structural Computations must also include search fee	$87.00	$90.00	3.45%	$3.00	Per Search	N	N	
Property Information				Prescribed	Per Item	Y	N	
Building Permit								
Domestic Building Work Value of Works < $50,000	$5,327.75	$5,460.94	2.50%	$133.19	Per Item	Y	Y	
Domestic Building Work Value of Works $50,001 < $1000,000	$5,998.05	$6,148.00	2.50%	$149.95	Per Item	Y	Y	
Domestic Building Work Value of Works $100,001 < $250,000	$6,668.35	$6,835.06	2.50%	$166.71	Per Item	Y	Y	
Domestic Building Work Value of Works $250,001 < $500,000	$7,338.65	$7,522.12	2.50%	$183.47	Per Item	Y	Y	
Two storey domestic building work additional fee	$1,080.55	$1,107.57	2.50%	$27.02	Per Item	Y	Y	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Building Permit [continued]								
Relocated Dwelling	$8,274.70	$8,481.56	2.50%	$206.86	Per Item	Y	Y	
Commercial Building Work < 500 sq. M.	$6,668.35	$6,835.06	2.50%	$166.71	Per Item	Y	Y	
Sheds, Verandas, Pergolas, Carport, or Masks, etc	$2,658.10	$2,724.55	2.50%	$66.45	Per Item	Y	Y	
Building Permit - Fence	$2,658.10	$2,724.55	2.50%	$66.45	Per Item	Y	Y	
Building Permit - Retaining Wall	$2,658.10	$2,724.55	2.50%	$66.45	Per Item	Y	Y	
Building Permit - Restump	$3,998.70	$4,098.67	2.50%	$99.97	Per Item	Y	Y	
Building Permit - Swimming Pool	$3,998.70	$4,098.67	2.50%	$99.97	Per Item	Y	Y	Include a Fence
Building Permit - Demolition	$3,998.70	$4,098.67	2.50%	$99.97	Per Item	Y	Y	
Building Permit - Temporary Structure & Special Use Permit	$907.25	$930.01	2.51%	$22.76	Per Item	Y	Y	
Building Permit - Illegal Building Works			125 % of Permit Fee		Per Item	Y	Y	
Building Inspection	$239.00	$245.01	2.51%	$6.01	Per Inspection	N	Y	
Building Notice Administration Fee	$610.00	$626.00	2.62%	$16.00	Per Inspection	N	Y	
Building Inspection Compliance Certificate	$290.00	$298.00	2.76%	$8.00	Per Inspection	N	Y	
Caravan Parks								
Fixed Statutory Fee			Fixed Statutory Fee			N	N	
Transfer - % of Registration			50% of Registration			N	N	
Environmental Health								
Copy of Document -Environmental Health Record	$26.20	$27.00	3.05%	$0.80	Per Application	Y	N	% of Registration
Food Act								
Food Act Closure – Reopening Fee	$315.70	$324.00	2.63%	$8.30		N	N	**Food Act Closure – Reopening Fee**
Food Act Registration/Renewal - Class 2 Supermarkets and Manufacturers	$1,025.00	$1,051.00	2.54%	$26.00		N	N	**Health Food Act – Class 2 Supermarkets and Manufacturers**
Food Act Registration/Renewal – Class 3A	$635.50	$652.00	2.60%	$16.50		N	N	**Health Food Act – Class 3A**
Food Act Registration/Renewal - Class 1	$922.50	$946.00	2.55%	$23.50	Per Application	Y	N	
Food Act Registration/Renewal - Class 2	$840.50	$862.00	2.56%	$21.50	Per Application	Y	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Food Act [continued]								
Food Act Registration/Renewal - Class 3	$430.50	$442.00	2.67%	$11.50	Per Application	Y	N	
Class 2, 3 & 3A Premises (Sporting Body)				25% of Annual Fee	Per Application	Y	N	
Short term Mobile / Temporary Food Premises >3 months				25% of Annual Fee	Per Application	Y	N	
Registration Fee reduced by 25% Per quarter (calendar year)				25% Per Quarter	Per Application	Y	N	
Water Transport Vehicles - Class 3 fee Per vehicle	$430.50	$442.00	2.67%	$11.50	Per Application	Y	N	
Application fee for plan assessment Food Act	$384.00	$394.00	2.60%	$10.00	Per Application	N	N	% of Registration
Transfer Inspection - within 5 days Food Act	$406.60	$417.00	2.56%	$10.40	Per Application	Y	N	
Transfer Inspection - within 24 hrs Food Act	$748.05	$767.00	2.53%	$18.95	Per Application	Y	N	
Health Act								
Hairdressers once off registration	$256.25	$310.00	20.98%	$53.75	Per Application	Y	N	
Health Act Premises - High Risk	$0.00	$380.00	∞	$380.00	Per Application	Y	N	
Health Act Premises - Medium Risk	$307.50	$320.00	4.07%	$12.50	Per Application	Y	N	
Registration Fees Reduced by 25% per Quarter Health Act				Registration fees reduced by 25% per quater (calendar year)	Per Application	Y	N	
Application fee for plan assessment Health Act	$363.50	$373.00	2.61%	$9.50	Per Application	Y	N	
Transfer of Registration Health Act				Transfer of registration 50%	Per Application	Y	N	
Transfer Inspection - within 5 days	$307.50	$315.00	2.44%	$7.50	Per Application	Y	N	
Transfer Inspection - within 24 hrs	$461.25	$473.00	2.55%	$11.75	Per Application	Y	N	
Impounded Animals								
Dangerous Dog - Collars	$52.50	$54.00	2.86%	$1.50	Per Collar	N	N	Dangerous Dog Collar
Dangerous Dogs - Signs	$74.00	$76.00	2.70%	$2.00		N	N	Dangerous Dogs - Sign
Impound Livestock - Labour Charge - Business Hours	$54.00	$55.35	2.50%	$1.35	Per Hour	N	N	Hourly charge Council Officer to attend to transportation of animals during normal business hours
Impound Livestock - Labour Charge - Double Time	$108.00	$110.70	2.50%	$2.70	Per Hour	N	N	Charge to council officers to attend to impound livestock.
Impound Livestock - Labour Charge -Time & Half	$80.50	$82.50	2.48%	$2.00	Per Hour	N	N	To attend to the transportation of stock by Council Officers outside of business hours
Stock Transportation Fee				Fee Range from $10 to $2000- At Cost	Per Animal	Y	N	Contractor Fee - Freight Cost of Contractor

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Impounded Animals [continued]								
Transport Livestock - Load	$161.00	$165.00	2.48%	$4.00	Per Load	N	N	Transportation of Animals - use of stock trailer
Animal Trap Hire - Deposit	$55.00	$55.00	0.00%	-$0.01	Per Animal	N	N	
Impounded Animal - Release Fee Dog	$95.00	$97.40	2.53%	$2.40	Per Animal	Y	N	
Impounded Animal - Release Fee Cat	$48.00	$49.20	2.50%	$1.20	Per Animal	Y	N	
Impounded Animal - Daily Fee - Dog	$19.50	$20.00	2.56%	$0.50	Per Animal	Y	N	
Impounded Animal - Daily Fee - Cat	$17.00	$17.50	2.94%	$0.50	Per Animal	Y	N	
Impounded Livestock – Release Fee (each animal)	$64.10	$65.70	2.50%	$1.60	Per Animal	Y	N	
Impounded Livestock – Daily Fee (each animal)	$18.90	$19.40	2.65%	$0.50	Per Animal	Y	N	
Registration and Renewal of Premises to Conduct Domestic Animal Business	$580.00	$594.50	2.50%	$14.50	Per Animal	Y	N	
Parking								
Parking Penalty				50% of Penalty	Per Penalty	Y	N	Section 87 (4) of the Road Safety Act 1986
Impounded Vehicle - Small – Release Fee	$495.00	$507.00	2.42%	$12.00	Per Vehicle	N	N	Includes Station Wagons Small vehicle includes Sedans, Wagons etc.
Impounded Vehicle - Large – Release Fee	$495.00	$507.00	2.42%	$12.00	Per Vehicle	Y	N	Includes Vans & Trucks Large vehicle includes Vans, Trucks etc.
Impounded Vehicle Heavy - Release Fee				Release Fee	Per Vehicle	Y	N	Vehicle with GVM of 4.5 tonne or more; including cost of towing Heavy Vehicle - vehicle with a GVM of 4.5 tonnes or more
Impounded Vehicle – Daily Fee	$23.65	$24.25	2.54%	$0.60	Per Vehicle	Y	N	
Regulatory Services								
General Inspection Fee	$316.00	$324.00	2.53%	$8.00	Per Hour	N	N	
Late fee % of Registration/Renewal Fee		Late Fee 50% of Registration/Renewal Fee			Per Fee	N	N	Applies when Registration Fees are not submitted by the due date
Impound Release Fee – Signs, Shopping Trolleys, Local Laws - Release from Impound	$101.48	$104.00	2.48%	$2.52	Per Trolley	Y	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Regulatory Services [continued]								
Permit Application Fee (includes charity bin, display of goods, advertising board/A-frame, caravan, unregistered vehicle, street trade etc.)	$117.65	$121.00	2.85%	$3.35	Per Permit	Y	N	
General Local Law Application Fee – Permits - Shipping container up to 7 days	$35.50	$36.50	2.82%	$1.00	Per Permit	Y	N	
General Local Law Application Fee – Permits - Shipping container longer than 7 days up to 6 months	$117.65	$121.00	2.85%	$3.35	Per Permit	Y	N	
Amendment of an existing Permit	$57.00	$58.50	2.63%	$1.50	Per Permit	Y	N	
Local Laws Permit - Pro Rata Rate 50% reduction Per half	Pro Rata Rate 50% reduction Per half				Per Permit	N	N	
Septic Tanks								
Amend a Permit				As per Regulations		Y	N	Permit to amend a septic tank permit
Construct, Install or Alter Septic Tank-Onsite Water Management System				As per Regulations	Per Application	Y	N	A permit application for the difference in Council's cost base
Exemption - Septic Tank Permit				As per Regulations	Per Application	Y	N	Application to exempt the requirement to renew permit for septic tanks
Minor Alteration to Septic Tank-Onsite Water Management System				As per Regulations	Per Application	N	N	A flat fee for simple permit alterations - simplier and lower variablity in accordance in new government legislation 37.25 Fee units
Renew a Permit				As per Regulations	Per Permit	Y	N	Fee to renew septic tank permit
Transfer a Permit				As per Regulations		Y	N	Fee for transfer of a permit for septic tanks
Council Land								
Permit Application Fee	$118.00	$121.00	2.54%	$3.00	Per Application	N	N	
Bond	$695.00	$713.00	2.59%	$18.00	Per Application	N	N	
Annual fee for Pointer Boards – Real Estate advertising signage	$585.00	$600.00	2.56%	$15.00	Per Application	N	N	
Food Van Sites - Monday to Friday session - Annual Permit Fee	$160.00	$164.00	2.50%	$4.00	Per Session	N	N	
Food Van Sites - Saturday or Sunday session - Annual Permit Fee	$650.00	$666.00	2.46%	$16.00	Per Session	N	N	
Rubbish Skip / Bulk Waste Container (up to 6 months on nature strip)	$93.50	$96.00	2.67%	$2.50	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 1 day	$55.00	$56.50	2.73%	$1.50	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 2 days	$83.00	$85.00	2.41%	$2.00	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 3 days	$111.00	$114.00	2.70%	$3.00	Per Application	N	N	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Council Land [continued]								
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 4 days	$139.00	$143.00	2.88%	$4.00	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 5 days	$167.00	$172.00	2.99%	$5.00	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 6 days	$195.00	$200.00	2.56%	$5.00	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 7 days	$223.00	$229.00	2.69%	$6.00	Per Application	N	N	
Hoarding Permit Application Fee	$308.00	$315.70	2.50%	$7.70	Per Application	N	N	
Occupation of Nature Strip / Footpath (eg Site hut)	$174.00	$178.35	2.50%	$4.35	Per Application	N	N	
Parking Bay for Construction Activities Per Day	$87.00	$89.18	2.51%	$2.18	Per Application	N	N	
Bond - Occupation of Nature Strip / Footpath	$234.00	$239.85	2.50%	$5.85	Per Application	N	N	
Per A-frame - (Street trade - Application on its own with no Outdoor eating - No additional fee if Outdoor eating application made)	$118.00	$121.00	2.54%	$3.00	Per Application	N	N	
Busking, Soliciting, Pop up stalls, Sale of goods, Street selling collections and Distribution	$118.00	$121.00	2.54%	$3.00	Per Application	N	N	Exemption- Charities, Not for profit, Community group/Individual - no fee to be applied)
Permit Application Fee - Circus	$510.00	$523.00	2.55%	$13.00	Per Application	N	N	
Rent Per day - Circus	$241.00	$247.50	2.70%	$6.50	Per Application	N	Y	
Bond - Circus	$3,730.00	$3,823.00	2.49%	$93.00	Per Application	N	N	
Swimming Pools								
Lodgement of Compliance Certificate				As per Regualtion	Per Certificate	Y	N	Lodgement of Compliance Certificate
Lodgement of Non Compliance Certificate				As Per Regulations	Per Certificate	Y	N	Lodgement of Non Compliance Certificate
Registration of a Public Pool - Over Three Pools				Registration of Public Pools, which exceed 3 pools in per public space $417.00 plus $30 per additional pool over 3.	Per registration	Y	N	Public Swimming Pools registration - over three pools
Registration of a Public Pool (Max Three Pools)	$406.60	$417.00	2.56%	$10.40		Y	N	Public pools - registration up to a maxmium of three pools
Registration of Swimming Pool/Spa				As Per Regulation	Per Pool/Spa	Y	N	Registration of Swimming Pool or Spa
Search for Swimming Pool				As Per Regulation	Per Application	Y	N	Search for Swimming Pool
Swimming Pool and Spa Barrier Inspection	$346.71	$355.38	2.50%	$8.67	Per Inspection	N	Y	Swimming Pool and Spa Barrier Inspection

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Occupancy Permit (POPE)								
Occupancy Permit (POPE) Upto 5000 people (1 inspection) Occupancy Permit (POPE) Upto 5000 people (1 inspection)								
Occupancy Permit (POPE) Upto 5000 people (1 inspection) Occupancy Permit (POPE) Upto 5000 people (1 inspection)								
Additional Inspections	$0.00	$280.00	∞	$280.00		N	N	Additional Inspections
Occupancy Permit - 5001-15000 people - 2 inspections per permit	$0.00	$1,850.00	∞	$1,850.00		N	N	Occupancy Permit - Place of Public Entertainment (POPE) - 5000 - 15000 people (1 inspection) Occupancy Permit - Place of Public Entertainment (POPE) - 5000 - 15000 people (1 inspection)
Occupancy Permit - Greater than 15000 people - 2 inspections per permit	$0.00	$3,500.00	∞	$3,500.00		N	N	Greater than 15000 people (2 inspections) Greater than 15000 people (2 inspections) Greater than 15000 people (2 inspections) Greater than 15000 people (2 inspections)
Occupancy Permit - up to 5000 people - 2 inspections per permit	$0.00	$1,200.00	∞	$1,200.00		N	N	Occupancy Permit - Place of Public Entertainment (POPE) - upto 5000 people (1 inspection) Occupancy Permit - Place of Public Entertainment (POPE) - upto 5000 people (1 inspection)
Occupation Permit - Temporary Structure - 1 inspection (Additional Structure $150 per structure)	$0.00	$850.00	∞	$850.00		N	N	Temporary Occupancy Permit - Place of Public Entertainment (POPE) - 1 inspection Temporary Occupancy Permit - Place of Public Entertainment (POPE) - 1 inspection
Operations								
Waste Management								
Bins								
Bin Retrieval, Delivery or Exchange Fee	$49.00	$51.00	4.08%	$2.00	Per Attendance	N	N	Upgrade or Downgrade of Bin

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Recycling Facility								
Bicycle Tyre - Non Resident	$10.00	$10.40	4.00%	$0.40		N	Y	Bicycle Tyre - Non Resident
Bicycle Tyre - Resident	$6.00	$6.20	3.33%	$0.20		N	Y	Bicycle Tyre - Resident
Car/Motorbike Tyre - Non Resident	$18.00	$18.80	4.44%	$0.80	Per Tyre	N	Y	Car/Motorbike Tyre - Non Resident
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Non Resident (m3 rate, loads up to 1 tonne)	$90.00	$93.50	3.89%	$3.50	Per Cubic Metre (Up to 1 tonne)	N	Y	Clean Inert Material - Non Resident - Up to 1 tonne (Bricks, Concrete or Tiles)
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Non Resident (per tonne rate, loads over 3m3)	$215.00	$223.00	3.72%	$8.00		N	Y	Clean Inert Material - Non Resident - Per Tonne - (Bricks, Concrete or Tiles)
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Resident (m3 rate, loads up to 1 tonne)	$70.00	$72.50	3.57%	$2.50	Per Cubic Metre (Up to 1 tonne)	N	Y	Clean Inert Materials - Resident - Up to 1 Tonne This includes loads of brick, concrete or tiles
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Resident (per tonne rate, loads over 3m3)	$172.00	$178.50	3.78%	$6.50	Per Tonne (Over 3m3)	N	Y	Clean Inert Material - Resident - Per Tonne - (Bricks, Concrete or Tiles)
Fridges & Air Conditioners - Non Resident	$25.00	$25.90	3.60%	$0.90	Per Item	N	Y	Fridges & Air Conditioners - Non Resident
Gas Bottles - (up to 9kgs, excludes car gas bottles) - Non Resident	$10.00	$10.40	4.00%	$0.40		N	Y	Gas Bottles - (up to 9kgs, not car gas bottles - Non Resident
Green Waste - Non Resident - Station Wagon or Equivalent	$40.00	$41.50	3.75%	$1.50		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Green Waste - Non Resident (m3 rate, loads up to 1 tonne)	$110.00	$114.00	3.64%	$4.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Green Waste - Non Resident - Up to 1 tonne
Green Waste - Non Resident (Min Charge / Boot Load / Up to 0.25m3)	$20.00	$20.70	3.50%	$0.70	Up to .25m Metre Cubed	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Green Waste - Non Resident (per tonne rate, loads over 3m3)	$280.00	$290.00	3.57%	$10.00		N	Y	Green Waste - Non Resident Rate - Per Tonne
Green Waste - Resident - Station Wagon or Equivalent	$28.00	$29.00	3.57%	$1.00	Per Load	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Green Waste - Resident (m3 rate, loads up to 1 tonne)	$84.00	$87.00	3.57%	$3.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Green Waste - Resident - Up to 1 tonne
Green Waste - Resident (Min Charge / Boot Load / Up to 0.25m3)	$15.00	$15.60	4.00%	$0.60	Up to 0.25 Metres Cubed	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Green Waste - Resident (per tonne rate, loads over 3m3)	$210.00	$217.50	3.57%	$7.50		N	Y	Green Waste - Resident - Per Tonne
Hard Waste Collection (per collection rate, loads up to 3m3)	$45.00	$47.00	4.44%	$2.00	Per Load	N	Y	

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Recycling Facility [continued]								
Insulation and Ducting – NON Resident – Single Axle – Heaped (30cm-60cm)	$0.00	$172.00	∞	$172.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – NON Resident – Single Axle – High (60cm-90cm)	$0.00	$258.00	∞	$258.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – NON Resident – Single Axle – Loaded (90cm+)	$0.00	$344.00	∞	$344.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting - NON Resident - Single Axle – Low (0-30cm)	$0.00	$86.00	∞	$86.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – NON Resident – Tandem Trailers/Transit Vans – Heaped (30cm-60cm)	$0.00	$215.00	∞	$215.00	Per Load	N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – NON Resident – Tandem Trailers/Transit Vans – High (60cm-90cm)	$0.00	$344.00	∞	$344.00	Per Load	N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Recycling Facility [continued]								
Insulation and Ducting – NON Resident – Tandem Trailers/Transit Vans – Loaded (90cm+)	$0.00	$430.00	∞	$430.00	Per Load	N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting - NON Resident - Tandem Trailers/Transit Vans – Low	$0.00	$129.00	∞	$129.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – Resident – Single Axle – Heaped (30cm-60cm)	$0.00	$136.00	∞	$136.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – Resident – Single Axle – High (60cm-90cm)	$0.00	$204.00	∞	$204.00		N	Y	Insulation and Ducting quantities ove
Insulation and Ducting – Resident – Single Axle – Loaded (90cm+)	$0.00	$272.00	∞	$272.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting - Resident - Single Axle – Low (0-30cm)	$0.00	$68.00	∞	$68.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Recycling Facility [continued]								
Insulation and Ducting – Resident – Tandem Trailers/Transit Vans – Heaped (30cm-60cm)	$0.00	$170.00	∞	$170.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – Resident – Tandem Trailers/Transit Vans – High (60cm-90cm)	$0.00	$272.00	∞	$272.00		N	Y	Insulation and Ducting quantities ove
Insulation and Ducting – Resident – Tandem Trailers/Transit Vans – Loaded (90cm+)	$0.00	$340.00	∞	$340.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting - Resident - Tandem Trailers/Transit Vans – Low (0-30cm)	$0.00	$102.00	∞	$102.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Light Truck & 4WD Tyre - Non Resident	$25.00	$25.90	3.60%	$0.90	Per Tyre	N	Y	Light Truck & 4WD Tyre - Non Resident
Mattresses/ Base - Non Resident	$45.00	$47.00	4.44%	$2.00	Per Mattress	N	Y	Mattresses/ Base - Non Resident
Mixed Inert Material or Soil - Non Resident (m3 rate, loads up to 1 tonne)	$140.00	$145.00	3.57%	$5.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Mixed Inert Material Or Soil - Non Resident - Up to 1 Tonne
Mixed Inert Material or Soil - Non Resident (per tonne rate, loads over 3m3)	$338.00	$350.00	3.55%	$12.00		N	Y	Mixed Inert Material or Soil - Non Resident - Per Tonne
Mixed Inert Material or Soil - Resident (m3 rate, loads up to 1 tonne)	$116.00	$120.50	3.88%	$4.50	Per Cubic Metre	N	Y	Mixed Inert Material Or Soil - Resident - Up to 1 tonne
Mixed Inert Material or Soil - Resident (per tonne rate, loads over 3m3)	$291.00	$302.00	3.78%	$11.00	Per Tonne	N	Y	Mixed Inert Material or Soil - Resident - Per Tonne
Mixed Waste - Non Resident (m3 rate, loads up to 1 tonne)	$116.00	$120.50	3.88%	$4.50	Per Cubic Metre	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Non Resident (Min Charge / Boot Load / Up to 0.25m3)	$32.00	$33.50	4.69%	$1.50	Up to .25 Metres Squared	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Non Resident (per tonne rate, loads over 3m3)	$285.00	$295.00	3.51%	$10.00		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Recycling Facility [continued]								
Mixed Waste - Resident (m3 rate, loads up to 1 tonne)	$90.00	$93.50	3.89%	$3.50	Per Cubic Metre	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Resident (Min Charge / Boot Load / Up to 0.25m3)	$22.00	$22.80	3.64%	$0.80		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Resident (per tonne rate, loads over 3m3)	$230.00	$238.50	3.70%	$8.50	Per Tonne (Over 3m3)	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Resident (Station Wagon or Equivalent)	$32.00	$33.50	4.69%	$1.50		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent This fee applies to customers who do not reside in the City of Melton
Non Drum Muster Approved Drums - Non Resident	$3.00	$3.20	6.67%	$0.20		N	Y	Non Drum Muster Approved Drums - Non Resident
Non Drum Muster Approved Drums - Resident	$3.00	$3.20	6.67%	$0.20		N	Y	Non Drum Muster Approved Drums - Resident
Other Tyres - Non Resident	Other Tyres - Not Bicycle, Car, motorcycle, light truck, 4wd tyres, Truck Tyres up to 1100 mm- Price on Application				Per Tyre	N	Y	Other Tyres - Non Resident
Other Tyres - Resident	Other Tyres - Not bicycle, car, motorbike, light truck, 4wd or Truck Tyres up to 1100 mm. price is on application				Per Tyre	N	Y	Other Tyres - Resident
Rims - Non Resident	$5.00	$5.20	4.00%	$0.20	Per Rim	N	Y	Rims - Non Resident
Truck Tyre up to 1100mm - Non Resident	$54.00	$56.00	3.70%	$2.00		N	Y	Truck Tyre up to 1100mm - Non Resident
Truck Tyres (up to 1100mm) - Resident	$44.00	$46.00	4.55%	$2.00	Per Tyre	N	Y	
Car/Motorbike Tyres - Resident	$12.00	$12.60	5.00%	$0.60	Per Tyre	N	Y	$ 2.00 surcharge if tyre is still on rim.
Light truck/ 4 Wheel Drive Tyres - Resident	$18.00	$18.80	4.44%	$0.80	Per Tyre	N	Y	$ 2.00 surcharge if tyre is still on rim.
Mattresses / Base - Resident	$35.00	$36.50	4.29%	$1.50	Per Piece	N	Y	
Mixed Waste - Non-Resident (Station Wagon or Equivalent)	$52.00	$54.00	3.85%	$2.00	Per Load	N	Y	
Asset Protection								
Asset Protection Permits	$303.00	$340.00	12.21%	$37.00	Per Permit	N	N	
Sect 60(3) Ind. Construct or change the means of entry to or exit from a controlled access road without authority (Individual)	10 Penalty Units				No of Statutory Fee units	Y	N	Statutory Penalty Units

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Fee Name	Year 24/25 Fee Inc GST $	Year 25/26 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Engineering and Asset Services								
Property Information								
Property								
Stormwater Legal Point of Discharge	$156.93	$160.85	2.50%	$3.93	Per Item	Y	N	Stormwater Legal Point of Discharge
Build over easements	$300.00	$300.00	0.00%	$0.00	Per Item	N	N	Prescribed

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Melton City Council

Draft Revenue and Ratings Plan

2025/26 to 2029/30



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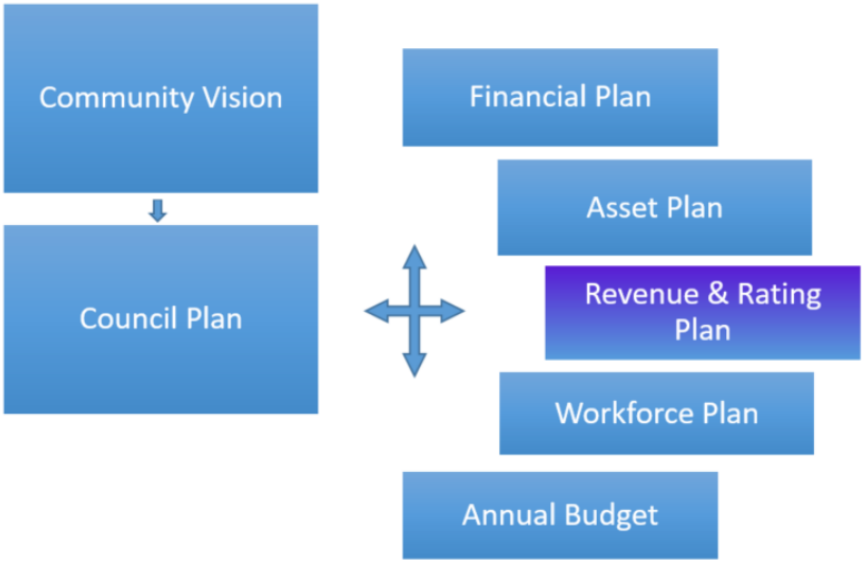
1.1 PURPOSE

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Melton City Council which in conjunction with other income sources will adequately finance the objectives in the council plan.

This plan is an important part of Council's integrated planning framework, all of which is created to help Council achieve its vision of a vibrant, safe and liveable City accessible to all.

Strategies outlined in this plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.



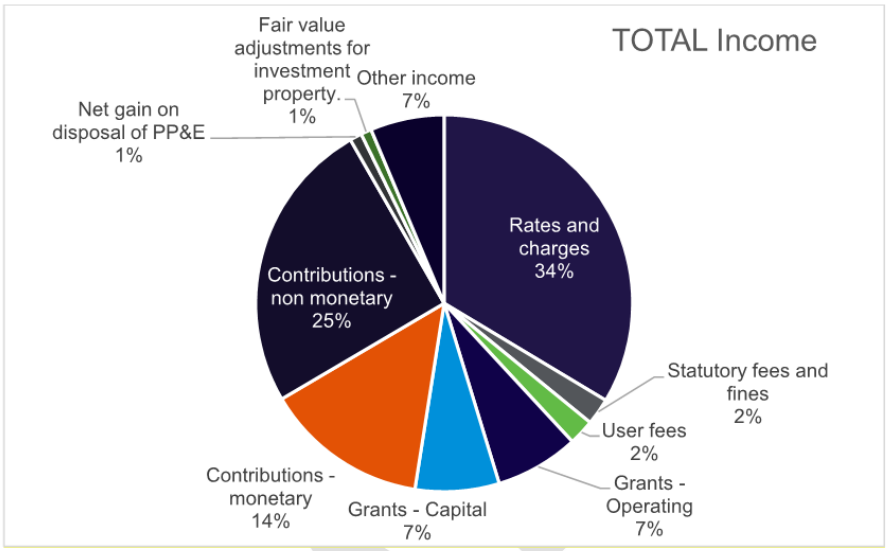
This plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

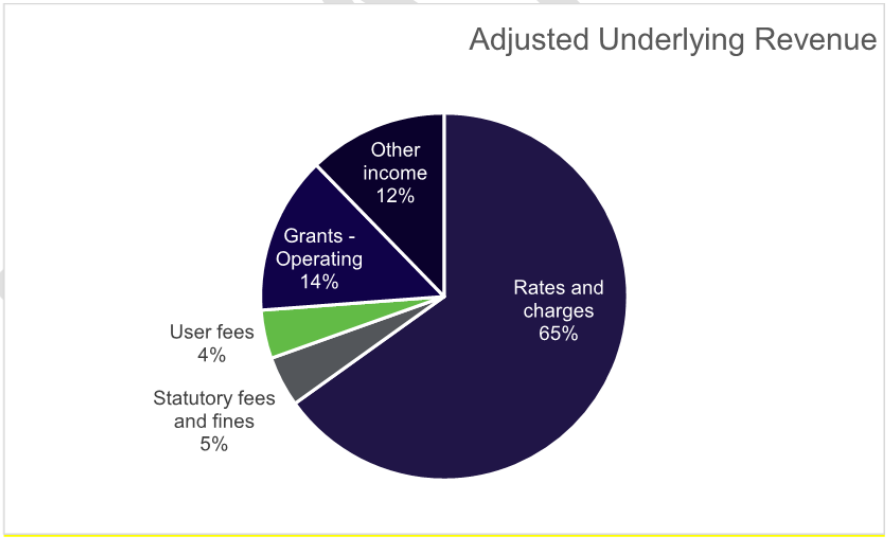
In particular, this plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

1.2 INTRODUCTION

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities. Below is a snapshot of Council's revenue sources.





	2025/26			
	Total Income $'000		Adjusted Underlying Revenue $'000	
Rates and charges	206,022	34%	206,022	65%
Statutory fees and fines	14,068	2%	14,068	4%
User fees	13,526	2%	13,526	4%
Grants - Operating	43,985	7%	43,985	14%
Grants - Capital	44,170	7%		0%
Contributions - monetary	86,031	14%		0%
Contributions - non monetary	154,410	25%		0%
Net gain on disposal of PP&E	6,330	1%		0%
Fair value adjustments for investment property	5,623	1%		0%
Other income	38,848	6%	38,848	12%
TOTAL Income	**613,013**	**100%**	**316,449**	**100%**

The figures above are taken from the Comprehensive Income Statement section 3 of the budget

Council's revenue sources include:

- Rates and Charges
- Waste and garbage charges (if applicable)
- Grants from other levels of Government
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (i.e. developers, community groups)
- Interest from investments
- Sale of Assets

Rates and charges are the most significant revenue source for Council and make up roughly 65% of Council's underlying budgeted 2025/26 income.

The introduction of rate capping under the Victorian Government's Fair Go Rates System (FGRS) has brought a renewed focus to Council's long-term financial sustainability. The FGRS continues to restrict Council's ability to raise revenue above the rate cap unless application is made to the Essential Services Commission for a variation. Maintaining service delivery levels and investing in community assets remain key priorities for Council. This strategy will address Council's reliance on rate income and provide options to actively reduce that reliance.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge and will set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

1.3 COMMUNITY ENGAGEMENT

The Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected. The following public consultation process will be followed to ensure due consideration and feedback is received from relevant stakeholders.

Revenue and Rating Plan community engagement process:

- Draft Revenue and Rating Plan prepared by officers;
- Draft Revenue and Rating Plan placed on public exhibition after 26 May 2025 Council meeting for a period of 14 days and calling for specific feedback;
- Community informed via print media and social media;
- Following community engagement, Council's Revenue and Rating Plan will be updated with any changes Council deems necessary based on community feedback received; and
- Melton City Council Revenue and Rating Plan 2025/26 to 2029/30 (with any revisions) presented to 23 June 2025 Council meeting for adoption.

1.4 RATES AND CHARGES

Rates are property taxes that allow Council to raise revenue to fund essential public services to cater to their municipal population. Importantly, it is a taxation system that includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council has established a rating structure comprised of three key elements. These are:

- **General Rates** – Based on property values (using the Capital Improved Valuation methodology), which are indicative of capacity to pay and form the central basis of rating under the *Local Government Act 1989*;
- **Service Charges** - A 'user pays' component for council services to reflect benefits provided by Council to ratepayers who benefit from a service; and
- **Municipal Charge** - A 'fixed rate" portion per property to cover some of the administrative costs of Council.

Striking a proper balance between these elements will help to improve equity in the distribution of the rate burden across residents.

Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used. That is, whether the property is used for residential, commercial/industrial, or farming purposes. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits those properties derive from the local community.

The Melton City Council rating structure comprises of nine differential rates. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the *Local Government Act 1989*, and the Ministerial Guidelines for Differential Rating 2013.

The differential rates are currently set as follows:

- General 100%
- Vacant Land 150%
- Extractive 288%
- Commercial/Industrial Developed 160%
- Commercial/Industrial Vacant 200%
- Retirement Village 85%
- Rural Living 90%
- Rural 72%
- Urban Growth 75%

The differential rates are proposed to be set as follows in 2025/2026:

- General 100%
- Vacant Land 170%
- Extractive 288%
- Commercial/Industrial Developed 160%
- Commercial/Industrial Vacant 225%
- Retirement Village 85%
- Rural Living 90%
- Rural 72%
- Urban Growth 80%

Council also levies a municipal charge. The municipal charge is a minimum rate per property and declared for the purpose of covering some of the administrative costs of Council. In applying the municipal charge, Council ensures that each ratable property in the municipality makes a contribution.

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)

The rate in the dollar for each rating differential category is included in Council's annual budget.

Rates and charges are an important source of revenue, accounting for over 65% of of its budgeted 2025/26 underlying operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

Council currently utilises a service charge to recover a significant portion of the cost of Council's kerbside waste services. The waste service charge is not capped under the Fair Go Rates System, and Council will continue to allocate funds from this charge towards the provision of kerbside waste services.

1.4.1 RATING LEGISLATION

The legislative framework set out in the *Local Government Act 1989* determines Council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157 (1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Annual Budget as required by the *Local Government Act 2020.*

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

a) the total amount that the Council intends to raise by rates and charges;
b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate:
c) a description of any fixed component of the rates, if applicable;
d) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*;
e) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*;

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement –

a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
b) that the Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in the annual Melton City Council budget.

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

1.4.2 RATING PRINCIPLES

Taxation Principles:

When developing a rating strategy, in particular with reference to differential rates, a Council should give consideration to the following good practice taxation principles:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

Wealth Tax

The "wealth tax" principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Equity

Horizontal equity – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

Vertical equity – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a "relativity" dimension to the fairness of the tax burden).

Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

Benefit

The extent to which there is a nexus between consumption/benefit and the rate burden.

Capacity to Pay

The capacity of ratepayers or groups of ratepayers to pay rates.

Diversity

The capacity of ratepayers within a group to pay rates.

The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

Rates and Charges Revenue Principles:

Property rates will:

- be reviewed annually;
- not change dramatically from one year to next; and
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan.

Differential rating should be applied as equitably as is practical and will comply with the ministerial Guidelines for Differential rating 2013.

1.4.3 DETERMINING WHICH VALUATION BASE TO USE

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

- **Capital Improved Value (CIV)** – Value of land and improvements upon the land.
- **Site Value (SV)** – Value of land only.
- **Net Annual Value (NAV)** – Rental valuation based on CIV.

For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

Capital Improved Value (CIV)

Capital Improved Value is the most commonly used valuation base by local government with over 90% of Victorian councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if –

a) It uses the capital improved value system of valuing land; and

b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using Capital Improved Value (CIV)

- CIV includes all property improvements, and hence is often supported on the basis that it more closely reflects "capacity to pay". The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the increased frequency of valuations (previously two year intervals, now annual intervals) the market values are more predictable and has reduced the level of objections resulting from valuations.
- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- Most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.
- The use of CIV allows council to apply differential rates which greatly adds to council's ability to equitably distribute the rating burden based on ability to afford council rates. CIV allows council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.

Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

Site value (SV)

There are currently no Victorian councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a Melton City Council context would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector, and would hinder council's objective of a fair and equitable rating system.

There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks. In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the Melton City Council.

Advantages of Site Value

- There is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm-land and residential use land.

Disadvantages of using Site Value

- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. Farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by council's customer service and property revenue staff each year.

Net annual value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

Recommended valuation base

In choosing a valuation base, councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the *Local Government Act 1989* it must adopt either of the CIV or NAV methods of rating.

Melton City Council applies Capital Improved Value (CIV) to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements.

Differential rating allows (under the CIV method) council to shift part of the rate burden from some groups of ratepayers to others, through different "rates in the dollar" for each class of property.

Section 161(1) of the *Local Government Act 1989* outlines the requirements relating to differential rates, which include:

a) A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.
b) If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Councils functions and must include the following:
    i. A definition of the types or classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.
    ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council's district).
    iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate.

Once the Council has declared a differential rate for any land, the Council must:

a) Specify the objectives of the differential rates;
b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the *Local Government Act 1989*.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

Property Valuations

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis. Melton City Council applies a Capital Improved Value (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in council rates remain affordable and that rating 'shocks' are mitigated to some degree.

Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary valuations and advises council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960.* Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

Objections to property valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to the Melton City Council. Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via the State Revenue Office).

1.4.4 RATING DIFFERENTIALS

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

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General Rate

Definition:

General Rate is any land which does not have the characteristics of:
1. Vacant Land;
2. Extractive Industry Land;
3. Commercial/Industrial Developed Land;
4. Commercial/Industrial Vacant Land;
5. Retirement Village Land;
6. Rural Living Land;
7. Rural Land; or
8. Urban Growth Land.

Objectives:

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:
1. Implementation of good governance and sound financial stewardship: and
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

Characteristics:

Residential Land on which a building is erected and the site is approved for occupation by the issue of an occupancy certificate and the site is available or used for residential purposes.

Types and Classes:

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

Use of Rate:

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

Level of Rate:

100% of General Rate.

Use of Land:

Any use permitted under the Melton City Council Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Melton City Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Vacant Land Rate

Definition:

Vacant Land is any land:

1. on which no building with an approved occupancy permit is erected; and
2. located in a precinct structure plan, and with an approved planning permit for residential subdivision; and
3. which does not have the characteristics of:
   - 3.1 Commercial/Industrial Vacant Land;
   - 3.2 Rural Living Land;
   - 3.3 Rural Land; or
   - 3.4 Urban Growth Land.

Objectives:

The objective of this differential is to encourage the development of land for non-commercial and non-industrial purposes, and ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship: and
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To discourage land banking, and ensure an adequate supply of residential zoned land to the market demand

Characteristics, Types and Classes:

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

Use of Rate:

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

Level of Rate:

170% of the General Rate.

Use of Land:

Any use permitted under the Melton City Council Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Melton City Council Planning Scheme.

Extractive Rate

Definition:

Extractive Industry Land is any land which is:

4. used primarily for the extraction or removal of stone, including the treatment of stone; and
5. located within a Special Use Zone 1 under the Melton Planning Scheme.

Objectives:

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship: and
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

Characteristics, Types and Classes:

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

288% of the General Rate. Maximum allowed, four times of the lowest rate being the Rural Rate.

Use of Land:

Any use permitted under the Melton City Council Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Melton City Council Planning Scheme.

Commercial/Industrial Developed Rate

Definition:

Commercial/Industrial Developed land is any land which:

6. is used or adapted or designed to be used primarily for commercial or industrial purposes; or
7. does not have the characteristics of Extractive Industry Land.

Objectives:

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the capacity of such land to be used to yield income and the demands such land make on Council's infrastructure. These include the:

1. Implementation of good governance and sound financial stewardship: and
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

Characteristics:

Commercial/Industrial Land on which a building is erected and the site is approved for occupation by the issue of an occupancy certificate and the site is or used for commercial/industrial purposes.

Types and Classes:

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

Use of Rate:

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

Level of Rate:

160% of General Rate.

Use of Land:

Any use permitted under the Melton City Council Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Melton City Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

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Commercial/Industrial Vacant Rate

Definition:

Commercial/Industrial Vacant Land is any land:

8. on which no building with an approved occupancy permit is erected; and
9. which is located within:
   - 9.1 a Business 1 Zone;
   - 9.2 a Comprehensive Development Zone;
   - 9.3 a Mixed Use Zone;
   - 9.4 an Industrial Zone 1;
   - 9.5 an Industrial Zone 3;
   - 9.6 Special Use Zone 4;
   - 9.7 Special Use Zone 3;
   - 9.8 Special Use Zone 6;
   - 9.9 Special Use Zone 7; or
   - 9.10 Urban Growth Zone located in a precinct structure plan, and with an approved planning permit for commercial/industrial use.

under the Melton Planning Scheme

Objectives:

The objective of this differential is to encourage the commercial/industrial development and ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship: and
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To discourage land banking, and ensure an adequate supply of commercial/industrial zoned land to the market demand

Characteristics, Types and Classes:

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

Use of Rate:

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

Level of Rate:

225% of General Rate.

Use of Land:

Any use permitted under the Melton City Council Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Melton City Council Planning Scheme.

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Retirement Village Rate

Definition:

Retirement Village Land is any land which is located within a retirement village land under the Retirement Villages Act 1986.

Objectives:

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship: and
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. Recognition of the services undertaken by the retirement village sector.

Characteristics, Types and Classes:

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

Use of Rate:

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

Level of Rate:

85% of General Rate.

Use of Land:

Any use permitted under the Melton City Council Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Melton City Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Rural Living Rate

Definition:

Rural Living Land is any land which is:

10. two (2) or more hectares but less than ten (10) hectares in area; and
11. located within:
    - 11.1 a Green Wedge A Zone;
    - 11.2 a Green Wedge Zone;
    - 11.3 a Rural Conservation Zone;
    - 11.4 a Farming Zone; or
    - 11.5 Special Use Zone 5.

    under the Melton Planning Scheme.

Objectives:

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship: and
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To assist in the maintenance of rural properties.

Characteristics, Types and Classes:

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

Use of Rate:

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

Level of Rate:

90% of General Rate.

Use of Land:

Any use permitted under the Melton City Council Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Melton City Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Rural Rate

Definition:

Rural Land is any land which is:

12. ten (10) hectares or more in area; and
13. located within:
    - 13.1 a Green Wedge A Zone;
    - 13.2 a Green Wedge Zone;
    - 13.3 a Rural Conservation Zone;
    - 13.4 a Farming Zone; or
    - 13.5 Special Use Zone 5.

    under the Melton Planning Scheme.

Objectives:

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship: and
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district;
6. To recognise the impact of urban land speculation on the valuation of farm land; and
7. To encourage agricultural activity.

Characteristics, Types and Classes:

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

Use of Rate:

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

Level of Rate:

72% of General Rate.

Use of Land:

Any use permitted under the Melton City Council Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Melton City Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Urban Growth Rate

Definition:

Urban Growth Land is any land which is:

14. two (2) or more hectares in area; and
15. located within an Urban Growth Zone under the Melton Planning Scheme in respect of which no precinct structure plan has been approved.

Objectives:

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the capacity of such land to be developed (or future developed) and the demands that such land make on Council's infrastructure. These include the:

1. Implementation of good governance and sound financial stewardship: and
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. Planning & preparation of Precinct Structure Plan.

Characteristics, Types and Classes:

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

Use of Rate:

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

Level of Rate:

80% of General Rate.

Use of Land:

Any use permitted under the Melton City Council Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Melton City Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Advantages of a differential rating system

The advantages of utilising a differential rating system summarised below are:

- There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for commercial and industrial premises.
- Differential rating allows Council to better reflect the investment required by Council to establish infrastructure to meet the needs of the commercial and industrial sector.
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome (e.g. Farming enterprises).
- Allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community. (i.e. Vacant Commercial properties still attract the commercial differential rate)

Disadvantages of a differential rating system

The disadvantages in applying differential rating summarised below are:

- The justification of the differential rate can at times be difficult for the various groups to accept giving rise to queries and complaints where the differentials may seem to be excessive.
- Differential rates can be confusing to ratepayers, as they may have difficulty understanding the system. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (e.g. residential to commercial,) requiring Council to update its records. Ensuring the accuracy/integrity of Council's data base is critical to ensure that properties are correctly classified into their right category.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on land not developed, however it may be difficult to prove whether the rate achieves those objectives.

1.4.5 MUNICIPAL CHARGE

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act 1989*, a council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Council's administrative costs can be seen as an equitable method of recovering these costs.

1.4.6 SPECIAL CHARGE SCHEMES

The *Local Government Act 1989* recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the council in the rate (Section 163 (2). In accordance with Section 163 (3), council must specify:

a. the wards, groups, uses or areas for which the special rate or charge is declared; and
b. the land in relation to which the special rate or special charge is declared;
c. the manner in which the special rate or special charge will be assessed and levied; and
d. details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is proof "special benefit" applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no 'free-riders' reaping the benefits but not contributing to fire prevention.

Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

1.4.7 SERVICE RATES AND CHARGES

Section 162 of the *Local Government Act 1989* provides council with the opportunity to raise service rates and charges for any of the following services:

a. The provision of a water supply;
b. The collection and disposal of refuse;
c. The provision of sewage services;
d. Any other prescribed service.

Council currently applies a service charge for the collection and disposal of kerbside waste services for the municipality. Council retains the objective of setting the service charge for waste at a level that significantly recovers the cost of kerbside waste services.

It is recommended that council retain the existing waste service charge – should council elect not to have a waste service charge, this same amount would be required to be raised by way of an increased general rate – meaning that residents in higher valued properties would substantially pay for the waste service of lower valued properties.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

1.4.8 REBATES

Section 169 of the *Local Government Act 1989* allows a Council to grant a rebate or concession in relation to any rate or charge under different circumstances.

Council provides two rebates on rates and charges. Council also acts as the managing agent on behalf of the Department of Families, Fairness and Housing in relation to the municipal rates concession available to eligible pension card holders.
The two rebates currently offered by Council are additional pensioner rebate and environmental enhancement rebate.

Additional Pensioner Rebate
Council provide an additional rebate to eligible pension card holders on top of the amount provided by the Department of Families, Fairness and Housing.

Environmental Enhancement Rebate
Eligible owners of a property larger than two hectares (approximately five acres), will be able to receive a rebate on their rates if they meet the requirements of the Environmental Enhancement Rate Rebate Policy. Land that has an approved Planning Permit for Subdivision is ineligible and the Rural Rate Rebate does not apply.
The policy includes controlling:

- noxious and environmental weeds
- pest animals, especially the European Rabbit
- soil erosion and other damaging processes

The following discount applies to the General Rates:

- Rural Living – 25%
- Rural – 50%
- Urban Growth Zone with no Precinct Structure Plan - 25%
- Urban Growth Zone with an approved Precinct Structure Plan -25%

Municipal Rates Concession (DFFH/DVA)
The Department of Families, Fairness and Housing and Veterans Affairs provide a rebate to offset Council rates & charges to eligible pension card holders. These rebates are managed and maintained by Council. The application of these rebates on eligible properties are then collated and submitted to the Department of Families, Fairness and Housing on a quarterly basis, and reimbursement is provided to Council thereafter.

1.4.9 COLLECTION AND ADMINISTRATION OF RATES AND CHARGES

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

Payment options
In accordance with section 167(1) of the *Local Government Act 1989* ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below:

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Council offers a range of payment options including:

- in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash),
- online via Council's website,
- Direct Debit (on prescribed instalment due dates, weekly, fortnightly or monthly),
- BPAY,
- Phone,
- Australia Post (over the counter, credit cards not accepted),
- by mail (cheques and money orders only).
- Centrepay

Interest on arrears and overdue rates
Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette.

Pensioner rebates

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this claims may be approved by the relevant government department.

Deferred payments

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for an eligible ratepayer whose property is their sole place of residency, allowing ratepayers an extended period of time to make payments or alternatively to forestall payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who satisfy the eligibility criteria and have proven financial difficulties. Ratepayers seeking to apply for such provision will be required to apply on Council's website or contact Council.

Financial Assistance (Rates & Charges) Policy

It is acknowledged at the outset that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of a number of difficulties that may be faced. The purpose of the Financial Assistance (Rates & Charges) Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship.

Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral. Ratepayers seeking to apply for such provision will be required to apply on Council's website or contact Council.

Debt recovery

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 1989* Section 230 and 231 requires both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice of acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue a reminder notice which will include accrued penalty interest. Council will continue to try and contact ratepayers who are in arrears with legal action a last resort. In the event that the account remains unpaid after Council has exhausted collection efforts, Council may take legal action to recover the overdue amount. Certain fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the *Local Government Act 1989* Section 181.

Fire Services Property Levy

In 2012 the Victorian State Government passed legislation requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

1.5 OTHER REVENUE ITEMS

1.5.1 USER FEES AND CHARGES

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Examples of user fees and charges include:

- Kindergarten fees
- Pool visitation and membership fees
- Aged and Health Care service fees
- Leases and facility hire fees

The provision of infrastructure and services form a key part of council's role in supporting the local community. In providing these, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

In providing services to the community, council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

With regard to user fees and charges that are not regulated by statute, Council will consider the following guiding principles and factors in selecting the fees and charges pricing methodology. This will enable the Council to meet its objectives for the services to the community according to the Council plan.

- These guiding principles include:
  - Cost reflective pricing and future considerations
  - Community expectations and equity values
  - Service Performance principles
  - Compliance with the Competition and Consumer Act (CCA) 2010 and the National Competition Policy (NCP) requirements.

Cost Reflective Pricing, Equity and Future Considerations

Fees and charges have important implications for resource allocation and value for money for the community. Cost reflective pricing can help ensure the Council's resources are best utilised to meet its community needs. In adopting cost reflective pricing Council will consider a range of factors such as the income anticipated from the imposition of the charge, external grants and contributions, anticipated expenditure of service delivery and the administration cost of providing the service.

Equity considerations are also important factors impacting on Council pricing decisions. These are also relevant in determining the appropriate level of cost recovery for given services. This involves balancing the desire to distribute costs equally to users who benefit from the service while assuring equal access to those with less capacity to pay. These are often competing priorities, which can be further complicated by the need to make appropriate price adjustments to subsidise services to one group of ratepayers/customers at the expense of another.

Community Expectation or Values

Each community member or group clearly places a "value" or level of importance on the goods and services that the Council provides. This "value" will be dependent upon the strength of the benefits that it provides to the community member or a group. Other value considerations under this category will include balancing the Community's affordability and access to council services with cost and quality considerations

Service Performance Principles

The Local Government Act 2020 also requires the Council to comply with the Service Performance principles:

- Achieve continuous improvement;
- Consultation on services; and
- Report to community.
- Value for money
- Equitable and accessable provision of services

Compliance with CCA and Competitive Neutrality

Councils must also comply with the government's Competitive Neutrality Policy (NCP) and Competition and Consumer Act (CCA) guidelines for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

Under Clause 3(1) of the Competition Principles Agreement, the objective of competitive neutrality is..."the elimination of resource allocation distortions arising out of the public ownership of entities engaged in significant business activities:

Government business should not enjoy any net competitive advantage simply as a result of their public sector ownership.

Services are provided on the basis of one of the following pricing methods:

a. **Market Pricing**
b. **Full Cost Recovery Pricing**
c. **Subsidised or Accessible Pricing**
d. **Disincentive Pricing**

Market pricing (A) is where council sets prices based on the benchmarked competitive prices of alternate suppliers. In general market price represents full cost recovery plus an allowance for a modest surplus. Market prices will be used when other providers exist in the given market, and council needs to meet its obligations under the government's Competitive Neutrality Policy.

Full cost recovery pricing (B) aims to recover all direct and indirect costs incurred by council. This pricing is used where a service provided by council benefits individual customers specifically (private benefit pricing), rather than the community as a whole. Fees and charges are generally set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

Subsidised or Accessible pricing (C) is where council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. council provides the service free of charge) to partial subsidies, where council provides the service to the user with a discount. The subsidy can be funded from council's rate revenue or other sources such as Commonwealth and State Government funding programs.

Disincentive pricing (D) This pricing regime will be adopted where the Council have an applicable policy objective that supports disincentive pricing or where the Council performs the role to regulate and restrict certain behaviour.

As per the Victorian Auditor General's Office report *"Fees and charges – cost recovery by local government"* recommendations, council has developed a user fee pricing policy to help guide the fair and equitable setting of prices. The policy outlines the process for setting fee prices and includes such principles as:

- Both direct and indirect costs to be taken into account when setting prices;
- Accessibility, affordability and efficient delivery of services must be taken into account; and
- Competitive neutrality with commercial providers.

Council develop a table of user fees and charges as part of its annual budget each year. Proposed pricing changes are included in this table.

1.5.2 STATUTORY FEES AND CHARGES

Statutory fees and fines are those which council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the state government department responsible for the corresponding services or legislation, and generally councils will have limited discretion in applying these fees.

Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

One penalty unit is currently $197.59, from 1 July 2024 to 30 June 2025.

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the supreme court registrar of probates is 1.6 fee units.

The value of one fee unit is currently $16.33. This value may increase at the beginning of a financial year, at the same time as penalty units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

1.5.3 GRANTS

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, Council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in Council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

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1.5.4 CONTRIBUTIONS

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to Council in the form of either cash payments or asset hand-overs.

Examples of contributions include:

- Monies collected from developers under planning and development agreements
- Monies collected under developer contribution plans and infrastructure contribution plans
- Contributions from user groups towards upgrade of facilities
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

1.5.5 INTEREST ON INVESTMENTS

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per council's investment policy, which seeks to earn the best return on funds, whilst minimising risk.

1.5.6 BORROWINGS

Whilst not a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by council resolution. The following financial sustainability principles are adhered to with new borrowings:

- Borrowings must only be applied for where it can be proven that repayments can be met in the Financial Plan
- Borrowings must not be used to fund ongoing operations
- Borrowings are appropriate for funding large capital works where the benefits are provided to future generations.
- Council will maintain its debt at levels which are sustainable, with:
    - indebtedness <60% of rate and charges revenue, and
    - debt servicing cost <5% of total revenue (excluding capital revenue).

1.5.7 SERVICE PLANNING

Council in 2020 undertook a service planning exercise where all Council services both internal and external where defined and costed. Council also projected the cost of these services over a 10 year period along with the income/revenue generated from various sources. Council over the course of this Revenue and Rating Plan 2025/26 to 2029/30 will continue to review its fees and charges, implement strategies to diversify its income streams and review respective pricing strategies based on service planning outcomes. This will assist in ensuring long term financial sustainability and reduce reliance on rates income in a rating capping environment.

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Community Budget Submissions 2025/26

Project Number	What's the name of your idea?	Officer Review	Draft 2025/26 Council Budget Description
1-6415	Update Historical Signage	Included within the current budget (2024/25 Council Budget)	
2-6414	Update The Willows grounds - Reserve Road	Included in Draft 2025/26 Council Budget	Investigate the installation of sealed footpath to Willows Homestead ($10,000)
3-6410	Book a Court	This submission is not supported at this time with further detail provided in a letter to the submitter.	
4-6416	Shaded/Covered Spectating area at the Diggers Rest Recreation Pavillion	This submission is not supported at this time as the current shade requirements meets Council's Sport and Recreation Facility Development Policy. For future temporary one off major event shade requirements the club can apply for event grant funding through Council's Community Grants Program.	
5-6260	Future Melton EVs	This submission is not supported at this time with further detail provided in a letter to the submitter.	
6-6440	Redevelopment of cricket nets area	This submission has been partially funded in the Draft 2025/26 Council Budget	Maintenance of existing cricket nets to improve safety ($20,000), and assessment of future expansion of the cricket nets through the reserve masterplan ($305,280).
7-6409	Adequate lighting to improve visibility, reduce the risk of accidents, and create a safer environment during evening hours	This submission is not the responsibility of Council. The carpark is on land owned by the Victorian Government's Department of Energy, Environment and Climate Action (DEECA), formerly Department of Natural Resources and Environment. Officers have written to DEECA on behalf of the resident to request lighting be considered at this location.	
8-6443	Consultation to assist future planning for the direction of the Diggers Rest Dog Park, BMX Track and Skate Park Facility.	Included in Draft 2025/26 Council Budget	Update of Council's Open Space Plan including community consultation activities ($339,000)
9-6397	MacPherson Park path network	This submission is identified within the next 4 years of the capital works program.	
10-6398	Family Park at Maccy Park	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	
11-6399	Soccer Goal storage area	Included in Draft 2025/26 Council Budget	Soccer goal storage area at McPherson Park ($25,000)
12-6385	Rockbank East Sports Reserve (bring forward build timing from 2032 to 2025-2026)	Included in Draft 2025/26 Council Budget	Finalisation the Rockbank East Sports Reserve master plan ($79,500)
13-6369	Thermal Imaging Cameras to help minimise Energy Loss in our homes	Whilst the submission is not supported at this time, the submission will be investigated further, with a report to be prepared for future consideration.	
14-6361	Park for Merryweather Estate	This will be developer delivered into the future.	
15-6353	RSGK Sports Holiday Program	This submission is not supported at this time with further detail provided in a letter to the submitter.	

Community Budget Submissions 2025/26

Project Number	What's the name of your idea?	Officer Review	Draft 2025/26 Council Budget Description
16-6436	Better Opportunities for Engagement and Viewing at Melton Hockey Ground	Included in Draft 2025/26 Council Budget	Installation of tiered seating at Melton Hockey Ground ($18,000)
17-6350	Commemorative Flame at RSL memorial at Lake Caroline	Included in Draft 2025/26 Council Budget	Commemorative Flame installation at RSL memorial at Lake Caroline ($50,000)
18-6435	Blackwood Drive Reserve Community Protective Fencing	This submission has been partially funded in the Draft 2025/26 Council Budget	Signage along Reynolds Place will be installed informing drivers of the potential hazards during certain hours cricket is played in the area.
19-6432	Invest on sport in Melton	This submission is not supported at this time with further detail provided in a letter to the submitter.	
20-6431	Aintree Major Town Centre - Library and Community Centre	This submission is subject to strategic assessment	
21-6428	Eynesbury Recreation Reserve additional cricket nets	This submission is identified within the next 4 years of the capital works program.	
22-6417	Beautification/upgrading of Diggers Rest Bowls Club in line with Level Crossing Removal.	This submission has been partially funded in the Draft 2025/26 Council Budget	Undercover viewing area at Diggers Rest Bowls Club ($300,000)
23-6384	Boronia Drive Reserve Junior Sport expansion	This submission is not supported at this time with further detail provided in a letter to the submitter.	
24-6371	Pedestrian (zebra) cross for kids that need to cross Leakes Road to go play to the park	This submission is not supported at this time with further detail provided in a letter to the submitter.	
25-6360	Speed Breakers on Lightsview Bvd	This submission is not supported at this time with further detail provided in a letter to the submitter.	
26-6355	Upgrade T intersection	Included within the current budget (2024/25 Council Budget)	Design of a new roundabout at the intersection of Greigs and Exford Road, Exford ($106,000)
27-6275	Beattys Road	This submission is not supported at this time with further detail provided in a letter to the submitter.	
28-6268	Upgrade of local walking / bike paths	Included in Draft 2025/26 Council Budget	Upgrades to footpaths and shared paths within the City ($3,160,000)
29-6215	Making playgrounds safe and inclusive	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities on our playspaces ($339,000)
30-6261	Upgrade sporting facilities at blackwood way reserve including cricket nets, lighting, extra storage spaces and renovation/rebuild of user friendly clubrooms	This submission is not supported at this time with further detail provided in a letter to the submitter.	
31-6262	Replace the roundabout at Taylors Road and Gourley Road with street lights.	Included in Draft 2025/26 Council Budget	Design activities associated with the Installation of traffic signals at Taylors Road and Gourlay Road, Taylors Hill ($1,908,000)
32-6264	Waves centre upgrade and refurbishment	This submission has been partially funded in the Draft 2025/26 Council Budget	Maintenance works associated with Melton Waves Leisure Centre, Melton ($273,000)
33-6270	Shops for Kurunjang	This will be developer delivered into the future.	

Community Budget Submissions 2025/26

Project Number	What's the name of your idea?	Officer Review	Draft 2025/26 Council Budget Description
34-6279	Hopkin road congestion easing	Upgrades to the arterial road network are the responsibility of the Victorian Government. This submission is a key advocacy priority of Council.	
35-6280	Alternative route for Hopkins Rd	This project has already been completed.	
36-6281	Train station for Mt Atkinson	Upgrades to train stations including parking is the responsibility of the Victorian Government. This submission is a key advocacy priority of Council.	
37-6285	Werribee River Trail	This submission has been partially funded in the Draft 2025/26 Council Budget	Undertake high level review of the 2013 Werribee River Trail Strategy ($50,000)
38-6306	Safe walking access for all	This project has already been completed.	
39-6348	NYE event	This submission is not supported at this time with further detail provided in a letter to the submitter.	
40-6349	Pump track	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities on our pump tracks ($339,000)
41-6352	Dog drinking water tap	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities ($339,000)
42-6354	Resurface the heavily deteriorated section of Leakes Rd between the train tracks and the start of the new estates southbound (approx 300m of resurfacing required)	This will be developer delivered into the future.	
43-6356	Large Dog Park	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities ($339,000)
44-6357	More pedestrian footpaths	This will be developer delivered into the future.	
45-6359	More parking spaces Rockbank Station.	Upgrades to train stations including parking is the responsibility of the Victorian Government. This submission is a key advocacy priority of Council.	
46-6362	Key Fob Entry to Dog Park	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities that includes dog parks ($339,000)
47-6365	Separate the dog park	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities that includes dog parks ($339,000)
48-6367	Dog Park	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities that includes dog parks ($339,000)
49-6370	Iverson dog park landscape	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities that includes dog parks ($339,000)

Community Budget Submissions 2025/26

Project Number	What's the name of your idea?	Officer Review	Draft 2025/26 Council Budget Description
50-6372	Making Fishing More Accessible at Melton Reservoir (clean up works to the site)	This submission is not the responsibility of Council. Officers have notified Southern Rural Water of the rubbish and burnt out vehicle and requested that these items be attended to. Officers will continue working with the Melton Weir stakeholders, including the Melton Weir Development Committee in advocating for ongoing cleanup and maintenance of the Arnolds Creek Confluence.	
51-6374	Upgraded Children's Play Park	This submission is identified within the next 4 years of the capital works program.	
52-6375	Arthurs Westlake Memorial Reserve	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities that includes dog parks ($339,000)
53-6376	Nature Reserve	This will be developer delivered into the future.	
54-6377	Need for a Bus Public Transport in Bonnie Brook	Upgrades to bus services are the responsibility of the Victorian Government. This submission is a key advocacy priority of council.	
55-6378	Access for all - footpath connection	Included in Draft 2025/26 Council Budget	Improve accessibility for all to the path between Cambrian Way carpark and the Reserve, Melton West ($9,000)
56-6381	Triple the Cobblebank Station Car Park	Upgrades to train stations including parking is the responsibility of the Victorian Government. This submission is a key advocacy priority of Council.	
57-6382	Duplicate the Ferris Road and Overpass	Upgrades to the arterial road network are the responsibility of the Victorian Government. This submission is a key advocacy priority of Council.	
58-6388	Viviannes Way Shared Path Lighting	This submission is not supported at this time with further detail provided in a letter to the submitter.	
59-6391	Aquatic Centre for Caroline Springs Town Centre	This submission is not supported at this time with further detail provided in a letter to the submitter.	
60-6396	Upgrade Bond Reserve Playground with new equipment and playground for our kids to play on	This submission is identified within the next 4 years of the capital works program.	
61-6400	Dog Park for Maccy Park	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities that includes dog parks ($339,000)
62-6403	More walking paths and access for pedestrians around this whole area of Kurunjang. We have a dam with water on Buckle road which is a dangerous hazard if a car runs off the road into it.	This submission is not supported at this time with further detail provided in a letter to the submitter.	
63-6404	Pathway to sports grounds	This submission is identified within the next 4 years of the capital works program.	

Community Budget Submissions 2025/26

Project Number	What's the name of your idea?	Officer Review	Draft 2025/26 Council Budget Description
64-6408	Constructing a well-connected bike/walking trail	This will be developer delivered into the future.	
65-6418	Park/Playground for Harmony Estate	This will be developer delivered into the future.	
66-6419	Street lights on Mt Cottrell Road between Alfred Rd and Greigs Rd	This will be developer delivered into the future.	
67-6420	Bus Route and Bus Stops between Alfred Rd and Greigs Rd on Mt Cottrell Road	Upgrades to bus services are the responsibility of the Victorian Government. This submission is a key advocacy priority of council.	
68-6424	Bus route for Aspire Blvd	Upgrades to bus services are the responsibility of the Victorian Government. This submission is a key advocacy priority of council.	
69-6425	Road upgrade required	This will be developer delivered into the future.	
70-6426	Diggers Rest skatepark/bmx track upgrade	This submission forms part of Council's current update to the Open Space Plan, with outcomes to be considered in a future budget.	Update of Council's Open Space Plan including community consultation activities on our pump tracks ($339,000)
71-6433	A dusty problem	This submission is identified within the next 4 years of the capital works program.	
72-6441	Light Pollution Solution For Melton	This submission is not supported at this time with further detail provided in a letter to the submitter.	
73-7000	Emergency Food Relief Funding	This submission will be considered through Council's Community Grants Program.	
74-7001	Food Bank Car Park and Footpath Improvement	This submission is not the responsibility of Council. The land where the Food Bank is situated is private property and therefore Council is unable to make any improvements to the car park and associated infrastructure.	
75-7002	Inclusion of LGBTIQA+ Health Data in Council and Wellbeing Plan	This submission has been referred for consideration in the new Council and Wellbeing Plan.	
76-7004	Diggers Rest Community Carols	This submission will be considered through a Council sponsorship.	
77-7005	WERN Factory Storage Solution	Whilst this submission is not supported at this time, officers will continue to work with the group to discuss other opportunities.	
78-7006	Melton South Community Centre Facility & Security Improvements	This submission will be considered through Council's Community Grants Program.	
79-7007	Caroline Springs Carols By Candlelight 2025	This submission will be considered through a Council sponsorship.	
80-7008	Melton Bowls Club Facility Upgrade Project	This submission has been partially funded in the Draft 2025/26 Council Budget	Design associated with the bowling green replacement at Melton Bowling Club, Melton ($80,000)

12.4 DRAFT LOCAL LAW 2025

Author: Sian Rainford - Senior Lawyer and Property Advisor
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present to Council the draft Local Law 2025 for endorsement to proceed to public exhibition in line with section 73 of the *Local Government Act 2020*.

RECOMMENDATION:

That Council:

1. Receives the proposed Local Law 2025 (**proposed Local Law**);
2. Publishes a notice, in accordance with section 73 of the *Local Government Act 2020*, on Council's website and in such other manner as Council's Chief Executive Officer determines, stating:
   a) the objectives of the proposed Local Law;
   b) the intended effect of the proposed Local Law;
   c) that a copy of the proposed Local Law is available for inspection:
      i) at Council's offices at 232 High Street, Melton and 193-201 Caroline Springs Boulevard, Caroline Springs; and
      ii) on Council's website; and
   d) the community engagement process to be followed by Council, in accordance with its Community Engagement Policy, including, at a minimum, that submissions are invited in respect of the proposed Local Law;
3. Considers all submissions in respect of the proposed Local Law at a future Council Meeting;
4. Considers whether to make the proposed Local Law at the Council meeting referred to in paragraph 3 of this Resolution; and
5. Authorises Council's Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.

REPORT

1. Executive Summary

Division 3, Part 3 of the *Local Government Act 2020* (Vic) (**the Act**) gives Victorian Councils the power to create local laws within their municipality. Local Laws are designed to provide services that protect and enhance the safety, health and amenity of the municipality and its residents and visitors.

The Local Law covers areas such as traffic, roads, events, protection of amenities, building, animal control, waste management, enforcement and permits**.**

The Melton City Council General Local Law 2015 came into operation on 13 October 2015 and ceases to operate on 12 October 2025 (**General Local Law 2015**). Council has now commenced the process to review the General Local Law 2015 and has completed engagement with internal and external stakeholders, Councillors, and the community.

Attachment 1 is the proposed Draft Local Law 2025. The substantive content of the General Local Law is largely not proposed to be amended. Changes are motivated by consultation with internal and external stakeholders to promote clarity, ease of understanding and enforcement with an overarching objective to protect the safety of the community and amenities within the City of Melton.

Attachment 2 includes a Log of Changes, which lists the proposed material changes to the General Local Law 2015 with a brief rationale for these changes. The Log of Changes *does not* include proposed amendments Officers have determined to be administrative, for example, where wording has been amended with no material impact to the clause or where the removal has been made to ensure legislative compliance.

Following the public exhibition of the Draft Local Law 2015, consideration of feedback and submissions, and any amendments required following exhibition, it is proposed that the Local Law 2025 be presented at a Council meeting no later than August 2025 for adoption.

2. Background/Issues

Division 3, Part 3 of the *Local Government Act 2020* (Vic) (**the Act**) gives Victorian Councils the power to create local laws within their municipality. Local Laws are designed to provide services that protect and enhance the safety, health and amenity of the municipality and its residents and visitors.

The purpose of the Local Law is to:

a. provide for the peace order and good government of the Municipal District of Melton City Council in a way that is complementary to Council's Plan; and

b. provide for those matters which require a Local Law under the Act and any other Act; and

c. provide for the administration of Council powers and functions; and

d. prohibit, regulate and control activities, events, practices or behaviour in places so that no detriment is caused to the amenity of the neighbourhood, nor nuisance or danger to a Person or their health and safety nor detrimental effect to a Person's Property nor impede free and safe movement by any Person, and in particular a Person with a disability.

The Local Law covers areas such as traffic, roads, events, protection of amenities, building, animal control, waste management, enforcement and permits**.**

The Act stipulates the requirements of a Local law, which are:

a. a local law must not be inconsistent with any Act (including the Charter of Human Rights and Responsibilities Act 2006) or regulations;

b. a local law must not duplicate or be inconsistent with a planning scheme that is in force in the municipal district;

c. a local law for or with respect to the issuing of film permits must not be inconsistent with the film friendly principles;

d. a local law must not exceed the power to make local laws conferred by this Act or any other authorising Act;

e. a local law must be consistent with the objectives of this Act or any other authorising Act;

f. a local law must be expressed as clearly and unambiguously as is reasonably possible;

g. unless there is clear and express power to do so under this Act or any other authorising Act, a local law must not—

(i) seek to have a retrospective effect; or

(ii) impose any tax, fee, fine, imprisonment or other penalty; or

(iii) authorise the sub-delegation of powers delegated under the local law;

h. a local law must comply with any details prescribed in the regulations relating to the preparation and content of local laws.

The Melton City Council General Local Law 2015 came into operation on 13 October 2015 and ceases to operate on 12 October 2025 (**the Local Law**). Council has now commenced the process to review the Local Law and has completed engagement with internal and external stakeholders, Councillors, and the community.

The review has been undertaken in line with the Victorian Government Guidelines for Local Laws Manual and Resource Book. Some of the changes to the General Local Law 2015, include:

1. Removal of redundant clauses and wording.
2. Removal of clauses which may be inconsistent with other legislation.
3. Changes to wording to promote greater understanding of clauses.
4. Adding or amending clauses to ensure expectations around community amenity and safety are clear.

Attachment 1 is the proposed Draft Local Law 2025. The substantive content of the Local Law is not proposed to be amended. Changes are largely motivated by consultation with internal and external stakeholders to promote clarity and ease of understanding and enforcement.

Attachment 2 includes a Log of Changes, which lists all clauses in the current General Local Law 2015 and the equivalent clause in the Draft Local Law 2025, and a brief explanation of the reason for the change. The Log of Changes *does not* include changes which may have been made which Officers have determined to be administrative, for example, where wording has been amended with no material impact to the clause.

Following the public exhibition of the Draft Local Law 2025, consideration of feedback and submissions, and any amendments required following exhibition, it is proposed that the Local Law 2025 will be presented at a Council meeting no later than August 2023 for adoption.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

1. A safe City that is socially and culturally connected

1.2 A safe community where people feel proud to live.

4. Financial Considerations

There are minimal financial considerations as it relates to the exhibition of the Draft Local Law 2025. Review of feedback and submissions will be managed by Officers, including external support and engagement where required.

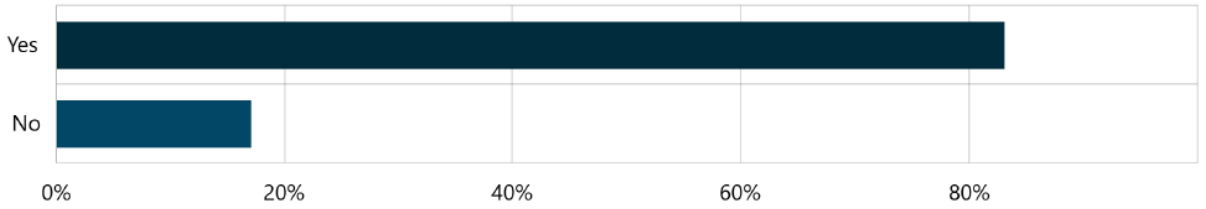
5. Consultation/Public Submissions

In preparing the Draft Local Law 2025, consultation was undertaken by seeking feedback and submissions from internal business units of Council. Submissions were collated, reviewed and implemented as appropriate. The Draft Local Law has been reviewed by the governance, legal and amenity protection teams.

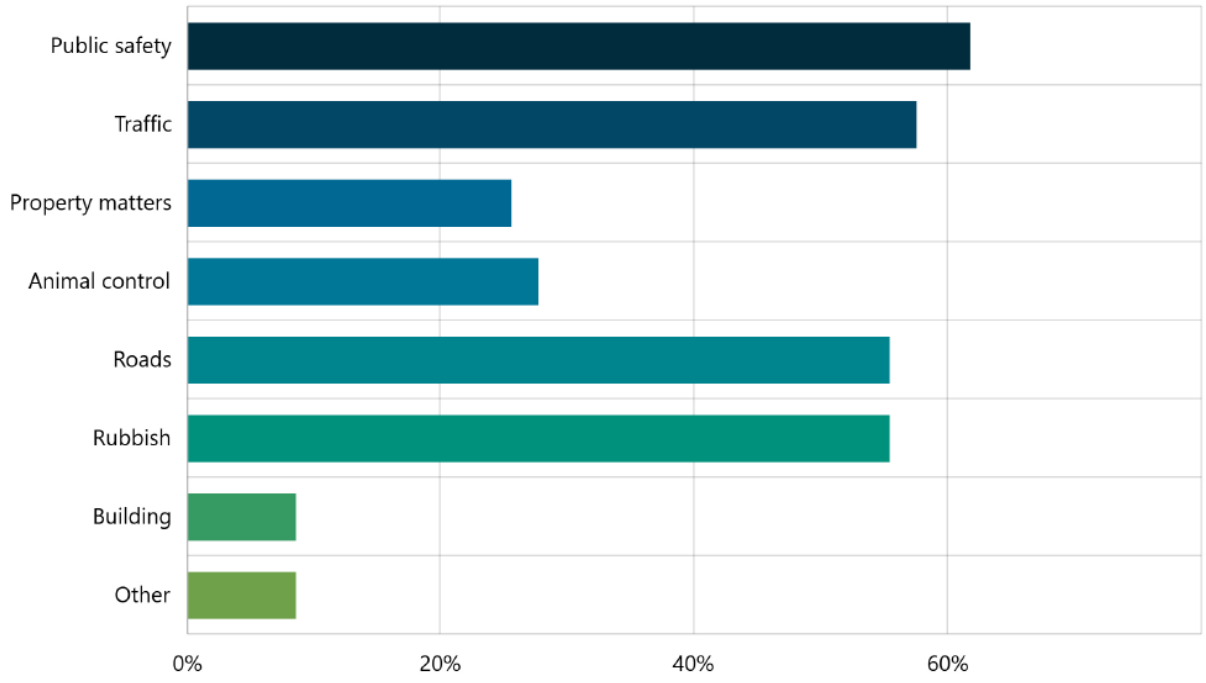
In accordance with the Act, Council must conduct a community engagement process in line with its Community Engagement Policy, which envisages a Participatory Engagement. As defined in Council's Community Engagement Policy, "*Participatory practices take place at the first two levels of influence on the spectrum, 'Inform' and 'Consult' and involves one-way information exchange either from Council to community or community to Council. Participatory engagement typically occurs when feedback is invited on ideas, alternatives or draft documents."*

Whilst not a requirement of the Act, Council conducted an initial community engagement process which included two community drop-in sessions, and an online survey. The purpose of this initial consultation was to seek general feedback on Council's Local Law. Council received 47 submissions via the survey, and 2 submissions directly to Council. Amongst other aspects, the survey sought community feedback on areas of the Local Law which the community views as a priority and the community perception on need for change to the Local Law. A summary of the results is included below:

8. Are there any local law that you believe should be changed or updated?
Multi Choice | Skipped: 0 | Answered: 47 (100%)



10. What local law topics should be prioritised in the City of Melton? Choose 3 Required
Multi Choice | Skipped: 0 | Answered: 47 (100%)



Feedback received which has been included in the Local Law includes the provision of informational signage, as distinct to advertising signage, bees and wasps being regulated by the Apiary Code of Practice, extension of the definition of Authorised Officer, extension of smoke free areas to include nicotine devices, removal of camping on private property restrictions, inclusion of an animal table and unsightly property provisions.

Additional feedback relates to Council's enforcement of the Local Law, which are not matters which ought to be contemplated within the Local Law. Many matters of which feedback was received, relate to items which do not fall within the responsibility of the Local Law, including the regulation of childcare centres, management of Council contractors, independent fuel stations and provision of services such as libraries. Other matters are the responsibility of other agencies and authorities and thus have not been contemplated as a proposed amendment to the Local Law.

Some feedback provided submissions on items already contemplated in the Local Law, or in the Draft Local Law, and others were deemed to be inappropriate for inclusion due to inconsistency with other legislation, impracticable nature of the change.

The penalty units applicable to the Local Law have been amended. The value of penalty units applicable to Local Laws have been increased from the $100 previously prescribed by s 110(2) of the Sentencing Act 1991. Penalty units applicable to Local Law offences are now the standard penalty unit value, which is currently $197.59.

The Victorian 'Attorney-General's Guidelines to the Infringements Act 2006 – for Legislating Agencies' provides general guidance about the setting of infringement penalties under legislation, including that infringement penalties should be set by reference to the court imposed maximum penalty, and should be no more than 25 per cent of the statutory maximum penalty for the offence. This is not binding on Council, and Council's may consider a higher proportion of the maximum penalty up to 50 per cent where there are public interest grounds for exceeding the 25 per cent limit.

Pending resolution of Council, the Draft Local Law will be exhibited for further public consultation pursuant to the Act, which will include a community information session, and an invitation for further feedback from the community.

6. Risk Analysis

If Council elect not to resolve in line with the recommendation, Council may be at risk of having insufficient time to meet its legislative obligations as it relates to the making of a new Local Law, resulting in no Local Law being in place at the cessation of the General Local Law 2015 on 12 October 2025.

7. Options

Resolve in line with the recommendation set out in this report.

LIST OF APPENDICES

1. Log of Changes
2. Draft Local Law

Problem or Issue	Rationale for change
Title of Document	Council only has one Local Law and accordingly, Officers view the inclusion of the word "General" to be unnecessary.
Regulation of private land use	Officers believe these items are appropriately regulated through the Melton Planning Scheme and other legislation such as the *Food Act 1984* and should not be duplicated in the Local Law, as this risks inconsistency.
Unregistered Vehicles on Private Property	Officers view amenity impacts, and intense activities related to unregistered vehicles to be appropriately managed by the Melton Planning Scheme and the unsightly provisions of the Local Law. Inclusion in the Local Law which seeks to regulate unregistered vehicles on private property, risks inconsistency with legislation, and interference with private property rights insofar as they do not breach a provision of the Planning Scheme, other Local Law or legislative provision.
Animal Keeping	In the General Local Law 2015, a property may house a rooster on a property without a permit, larger than 4,000 square metres. This has resulted in complaints from residents, who are impacted from a noise and amenity considerations. Officers recommend that clauses relating to the storage of Roosters be amended such as to restrict housing of a Rooster on a property less than 20,000 square metres which is expected to reduce the amenity impacts on neighbouring properties.
Shopping Trolleys	The General Local Law 2015 regulates the use of shopping trolleys insofar as it beyond its intended use. Officers view the use of shopping trolleys to be a matter beyond the scope of Council to regulate. To the extent that a shopping trolley use constitutes antisocial behaviour, this is a matter appropriately dealt with by Victoria Police. The clause is proposed to be removed in its entirety as a matter beyond the operational remit of Council.
Considerations of Council in decision making	Where Council may have regard to certain considerations when making a decision, for example, in granting a Permit or designating an area as a smoke free area, these are internal policy matters for Council and need not be specified in the Local Law. This ensures that the list is not interpreted to be an exhaustive list of considerations which may be had, and ensures flexibility in consideration of requests for Permits.
Vehicle Sound Equipment	Officer views this as appropriately dealt with by the *Environment Protection Act 2017* and thus recommend the removal of all relevant clauses.
Inclusion of definition of Responsible Person	A definition of Responsible Person has been included to assist in the application and enforceable of the Asset Protection Permit clauses, ensuring Council can appropriately regulate and enforce breaches of these provisions to the appropriate person, being the builder or owner or specified contractors. This change assists in providing discretion to Council to determine who should be liable for any relevant offence.
Waste Transfer Station	Council may, during the life of the Local Law 2025, wish to nominate another waste transfer station or similar facility, and the wording has been amended accordingly to provide for this flexibility, and ensure

	Council is not restricted to the Melton Recycling Facility in the absence of a Local Law amendment process.
Camping on Roads and Public Places	Council receives complaints and needs the ability to regulate those camping on Roads and Public Places. Officers have determined that it does not support the camping on roads and public places, for any duration of time, and accordingly, the ability for people to camp for up to 24-hours, has been removed.
Removal of provisions which allow an Authorised Officer to serve a notice on a Person directing that a contravention cease	To promote clear understanding of obligations for the community and Officers, these individual provisions have been removed, and Officers recommend that Council adopt the use of Notice to Comply as the mechanism to direct that a contravention cease, and ensure this flows through to appropriate enforcement actions.
Unsightly Property	Officers are regularly faced with queries as it relates to the circumstances which may present an unsightly property compliance issue. To promote understanding and clarity on community expectations, a non-exhaustive list of items which *may* constitute Unsightly provided are proposed to be included. This list is non exhaustive to ensure it is not restrictive for unique and unforeseeable circumstances.
Shipping Containers	Placement of shipping containers on Council land, is regulated through a permit system pursuant to the Melton Planning Scheme. To ensure no inconsistency with the planning scheme, Officers recommend its removal. Officers will remain able to enforce the Local Law as required if a shipping container presents an obstruction.
Heavy Vehicles	Parking of heavy vehicles on private property is appropriately managed by the Melton Planning Scheme and Unsightly provisions of the Local Law, where required. Inclusion in the Local Law which seeks to regulate heavy vehicles on private property, risks inconsistency with legislation, and interference with private property rights insofar as they do not breach a provision of the Planning Scheme or another Local Law provision if it triggers an unsightly property provision.
Fire Hazards	The provisions related to fire hazards, risks inconsistency with the Melton Planning Scheme and the *Planning and Environment Act 1987* with respect to native vegetation, and with the *Country Fire Authority Act 1958* and its regulation and management of fire hazards and are therefore proposed to be removed.
Bees and Wasps	Officers believe activities related to bees and wasps, is regulated by the Apiary Code of Practice and has proposed removing the clause in its entirety.
Recovery of Expenses	Recovery of Expenses from property owners, and former owners, is appropriately managed by section 119 of the *Local Government Act 2020* and need not be duplicated in the Local Law.
Payment of Penalty	Payment of penalty including payment in accordance with the specified infringement notice, is appropriately dealt with in the *Infringements Act 2006* and should not be replicated in the Local Law.
Operator Onus	An operator onus provision has been included with similar terms to the *Road Safety Act 1986* to assist in the enforcement of the

	offences set out in Division 1 of Part 2 of the Local Law and to promote greater understanding of onus on the community in relation to vehicle offences under the Local Law. This will ensure Officers are able to enforce vehicle offences, and for clarity for the community on the responsibility for vehicles.

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1. PART 1 PRELIMINARY PROVISIONS

1.1 Title

1.1.1 This is the General Local Law 2025.

1.2 Purpose

1.2.1 The purpose of this Local Law is to:

(a) provide for the peace order and good governance of the Municipal District in a way that is complimentary to the Council Plan;

(b) provide for those matters which require a Local Law under the Act and any other Act;

(c) provide for the administration of Council powers and functions;

(d) promote a physical and social environment free from hazards to health, in which the residents of the Municipal District can enjoy a quality of life that meets the general expectations of the community;

(e) prevent and suppress nuisances which may adversely affect the enjoyment of life within the Municipal District or the health, safety and welfare of Persons within the Municipal District; and

(f) regulate, control and prohibit certain activities of people within the Municipal District which may be dangerous, unsafe or detrimental to the quality of life of other people in, or the environment of, the Municipal District.

1.3 Authorising Provision

1.3.1 This Local Law is made under section 71(1) of the Act and section 42 of the *Domestic Animals Act 1994*.

1.4 Operation Date

1.4.1 This Local Law comes into operation on [##insert date].

1.5 Revocation date

1.5.1 Unless revoked sooner, this Local Law ceases to operate on the day that is 10 years after it comes into operation.

1.6 Revocation of other Local Laws

1.6.1 From the commencement of this Local Law, the General Local Law 2015 is revoked.

1.7 Definitions

Unless the contrary intention appears in this Local Law, the following words and expressions are defined to mean:

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Act	means the *Local Government Act 2020*.
Advertising Sign	means any sign, self-resting A frame, poster, panel or other object which advertises or promotes Premises or Merchandise, a business or other commercial activity or enterprise.
Animal	includes every living thing except for Plants and human beings and so extends to, but is not limited to, all species of mammal, marsupial, bird, fish and Reptile.
Annexe	means a structure, awning, room, lean-to or other enclosed or partially enclosed area which is used or is capable of being used in conjunction with a Caravan or tent.
Appointed Agent	means the person appointed by the Owner or Builder of a Building Site.
Appropriate Fee	means the appropriate fee determined by Council from time to time.
Asset Protection Fee	means the fee payable in respect of an Asset Protection Permit.
Asset Protection Permit	means a Permit issued under clause 3.12.
Authorised Officer	means a person appointed under Section 224 of the *Local Government Act 1989* as an authorised officer for the purposes of this Local Law.
Barbecue	means a structure, device or contraption: (a) designed or constructed for the primary purpose of cooking food in the open air for human consumption; and (b) which is being used for the purposes of cooking food or preparatory or subsequent thereto.
Builder	means a Person engaged by or on behalf of the Owner or Occupier of a Building Site to carry out Building Works.
Building	has the same meaning as in the *Building Act 1993*.
Building Refuse	means any solid or liquid domestic or commercial waste, debris or other refuse, including but not limited to any glass, metal, plastic, paper, fabric, wood, food, vegetation, soil, sand, concrete, rocks and like material, substance or thing, generated by or in connection with Building Work.
Building Site	means any Property on which Building Work is being carried out.
Building Work(s)	means: (a) work for or in connection with the construction, renovation, alteration, demolition, relocation or removal of a Building, and includes landscaping and concreting; or (b) the delivery of products or materials used or intended to be used for or in connection with work described in paragraph (a); or (c) excavation, Road making, drainage or other works relating to a Building Site or work described in paragraph (a), where the transitional value of which is $5,000 or more.
Bulk Waste	means any portable container or receptacle specifically designed for the

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Container	collection of waste, and includes a rubbish hopper and skip but not a Council-Provided Mobile Bin.
Caravan	means a dwelling that is designed to be movable.
Cat	means a cat over the age of 3 months.
Charity Bin/ Clothing Bin	means a container for the reception of used clothing or the donation of goods or items.
Chief Executive Officer	means the Person appointed to or acting in the position of Chief Executive Officer of Council from time to time.
Commercial Filming	has the same meaning as in the *Filming Approval Act 2014*.
Completion of Building Work	means the date on which all Building Works will cease on the Building Site. For the avoidance of doubt, Building Work in respect of a dwelling will be complete on the date that an Occupancy Permit is issued.
Council	means Melton City Council.
Council Asset	means any Footpath, kerb and channel, nature strip, sign, notice, parking sign, irrigation and sprinkler system, tree, shrub and other vegetation, street furniture, play equipment, structure, fixture, Vehicle Crossing and other Council property or works forming part of a Road, Council Land or Reserve and any other infrastructure or other asset owned or under the care and management of Council'
Council Land	means any land, Building and other facilities which are owned or occupied by, or vested in Council, or in respect of which Council has the care and management, including land, Buildings and other facilities to which the public has access, whether an entry fee is paid or not, and may include a Public Place, Reserve, Road, Building or facility managed on Council's behalf.
Council-Provided Mobile Bin	means a refuse bin provided to a Property by Council for the purpose of, or in connection with, Council-provided refuse collection services.
Dog	means a dog over the age of 3 months.
Driver	has the same meaning as in the *Road Safety Road Rules 2017*.
Environment Protection Authority	means the Environment Protection Authority constituted under the *Environment Protection Act 2017*.
Fire Brigade	means either or both of the Metropolitan Fire and Emergency Services Board or Country Fire Authority, as the case may be.
Footpath	means the area between the Property boundary and the kerbside of a Road that is developed for use by pedestrians.
Handbill	means a leaflet, brochure, place-card, notice, book, pamphlet, free newspaper or magazine or any other printed material.
Heavy Motor Vehicle	means a Vehicle which has a gross vehicle mass greater than 4.5 tonnes, and includes any other Vehicle that is: (a) physically connected to the Heavy Vehicle (even if that other Vehicle is not a Heavy Vehicle); or

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(b) designed to seat a driver and more than 12 adults.

Household Refuse	means all refuse and rubbish produced or accumulated in or about a Property (including food waste and discarded food ordinarily used for human consumption) but does not include bricks, trade or garden waste, furniture, fittings or machinery.
Incinerator	includes a structure, device or contraption (not enclosed in a Building) which is: (a) used, or intended, adapted or designed to be used, or capable of being used, for the purpose of burning any matter, material or substance; and (b) not licensed or otherwise subject to control under the provisions of the *Environment Protection Act 2017*; and (c) not a Barbecue.
Industrial Waste	has the same meaning as in the *Environment Protection Act 2017*.
Informational Sign	means sign, self-resting A frame, poster, panel or other object which contains or displays information but which is not an Advertising Sign.
Land	includes a Property, Council Land, a Reserve and a Road but does not include Land: (a) owned by; or (b) occupied by; or (c) under the care, management or control of Council, and which is designated as being, or is set aside for use as, a camping area.
Large Bird	means any pigeon, cockatoo or other bird of similar or larger size of any age but does not include Poultry.
Liquor	has the same meaning as in the *Liquor Control Reform Act 1998*.
Livestock	has the same meaning as the *Impounding of Livestock Act 1994*.
Merchandise	means all goods which are sold or offered for sale or in respect of which a sale can be arranged from or within Retail Premises.
Motor Vehicle	means a Vehicle.
Melton Recycling Facility	means Council's waste transfer station (located at 33-41 Ferris Road, Melton South), including Melton Re-Sale and Permanent Drop Off site (Detox Your Home), or any other waste transfer station or similar facility nominated by Council from time to time.
Melton Recycling Facility Operator	means the operator, from time to time, of the Melton Recycling Facility.
Municipal District	means the area from time to time comprising the municipal district of Council.
National Park	has the same meaning as in the *National Parks Act 1975*.
Notice to Comply	means a notice issued under clause 8.6.

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Noxious Weed	has the same meaning as in the *Catchment and Land Protection Act 1994*.
Occupier	means a Person or Persons in occupation of any Property, Vehicle, Building or Building Site.
Offence	means an offence under this Local Law.
Open Air	means any place other than within a Permanent Structure.
Organisation	means any body, whether incorporated or not, and includes a club, association, group, league and co- operative.
Owner	means the Person who owns, or Persons who own, the relevant Property, Vehicle, Animal, Building or Building Site.
Penalty Unit	has the same meaning as in the *Sentencing Act 1991*.
Permit	includes a Permit issued under this Local Law, a written consent issued under the Road Management Act 2004 and any other written permission or licence issued by Council from time to time.
Permit Fee	means a fee fixed by resolution of Council.
Permanent Structure	means a structure of a permanent kind consisting of a wall on each side of a roof; and (a) includes a Caravan; but (b) does not include a tent.
Person in Charge	means the Person in charge of Building Works being carried out on a Building Site.
Planning Scheme	means the Melton Planning Scheme.
Playing Arena	means an area within a Reserve designated or set aside for competitive games or sports.
Poultry	means ducks, geese, peacocks, pheasants, turkeys, guinea fowl, female chickens and other edible birds over the age of 12 weeks but does not include Roosters.
Property	includes land on which no Building is constructed, Buildings, Building Sites and Retail Premises.
Protected Public Land	has the same meaning as in the *Forests Act 1958*.
Public Place	has the same meaning as in the *Summary Offences Act 1966*.
Public Body	has the same meaning as in the Act.
Recreational Vehicle	includes a mini-bike, trail bike, go-kart, motor scooter and motorised device used for the conveyance of a Person and included in the definition of Vehicle.
Recyclables	includes: (a) unbroken glass bottles, jars and other containers; and

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(b) polyethylene terephthalate; and

(c) high density polyethylene; and

(d) polyvinyl chloride; and

(e) aluminium cans; and

(f) steel cans; and

(g) liquid paperboard; and

(h) paper and cardboard; and

(i) garden organics; and

(j) any other material approved by Council as a recyclable material from time to time and specified as such on Council's website.

Refuse Disposal Site means a site established or approved by Council for the collection, deposit or disposal of refuse and rubbish.

Refuse Facility means a container designed for the containment of litter and waste material within a Building Site, and which is:

(a) of robust construction, with side walls of one piece construction of either a welded metal frame and cyclone wire mesh or a solid material welded in each corner; and

(b) not less than one cubic metre in volume; and

(c) lockable and has a lid that is attached to the container with welded hinges; and

(d) not overfilled at any time.

Registered means, in respect of a Vehicle, registered by the Roads Corporation under the *Road Safety Act 1986* or by an equivalent registration authority in another State or Territory.

Reptile means any snake, lizard, turtle or tortoise.

Reserve means any park, garden, playground, sporting or recreational reserve or other place of public recreation or resort, and includes a lineal creek reserve.

Residential Area means an area comprising primarily Residential Land.

Residential Land means any land used, adapted to be used or zoned to allow it to be used primarily for residential purposes.

Residential Zone means an area which is zoned Residential under the Planning Scheme.

Responsible Person for the purposes of clause 3.12 means the:

(a) Owner of the Property;

(b) Builder; and

(c) demolition contractor engaged to carry out any demolition work on the Property.

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Retail Premises	means any Premises that are used wholly or predominantly for the carrying on of a business involving the sale or hire of goods by retail.
Road	has the same meaning as in the *Local Government Act 1989*.
Road Related Area	has the same meaning as in the *Road Safety Road Rules 2017*.
Rodent	includes any ferret, guinea pig or rabbit.
Rooster	means a male chicken of any age.
Rural Zone	means an area which is zoned Rural under the Planning Scheme.
Sell	includes: (a) barter, offer or attempt to sell, receive for sale, have in possession for sale, expose for sale, send, forward or deliver for sale, or cause or allow to be sold or offered for sale; and (b) sell for re-sale.
Sign	means a sign made and erected or installed by or on behalf of Council.
Skateboard	includes roller skates and roller blades, and any board on which a Person may stand, crouch or lie, and which is designed to enable or facilitate self- propulsion and beneath which is fitted a set or sets of rollers.
Small Bird	means a budgerigar, canary, finch or other similar sized or smaller bird.
Smoke	means to smoke, hold or otherwise have control over an ignited Tobacco Product or to light a Tobacco Product.
Smoke Free Area	means as area designated to be a smoke free area in accordance with clause 3.9.4.
Special Event	means an organised sporting, recreational, cultural, commercial or social gathering of people which is held on a Road, Road Related Area, Council Land or in any other Public Place.
Spruik	includes haranguing or addressing members of the public (whether directly or by the use of pre-recorded speech or messages) to encourage members of the public to enter Premises, purchase goods or both.
State Forest	has the same meaning as in the *Forests Act 1958*.
Tobacco Product	has the same meaning as in the *Tobacco Act 1987* and includes an e-cigarette, vape and similar product.
Tout	includes soliciting business, whether by addressing members of the public directly or the emission of music or other noise calculated to attract business.
Trade Waste	means waste from any Retail Premises or other Property from which a trade, business or undertaking is carried on.
Unregistered	means, in respect of a Vehicle, a Vehicle that is not Registered.
Vehicle	has the same meaning as in the *Road Safety Act 1986*.

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Vehicle Crossing means an opening or artificial surface which allows or facilitates access from a Road to a Property which abuts that Road.

1.8 Application of Local Law

1.8.1 Except as otherwise provided, this Local Law will apply to and operate throughout the whole of the Municipal District.

1.9 Incorporation of Documents

1.9.1 The following documents are incorporated into this Local Law in accordance with s 76 of the Act:

(a) Nature Strip Guidelines Booklet available on Council's website; and

(b) [other incorporated documents].

1.10 Interpretation

1.10.1 Introductions to Parts and boxed notes do not form part of this Local Law. They are provided to assist understanding only.

2. PART 2 STREETS AND ROADS

2.1 Introduction

2.1.1 This Part 2 of the Local Law regulates the use of Roads in the Municipal District.

2.1.2 Division 1 contains provisions which aim to regulate the parking of vehicles on Roads, allow for the closure of Roads and regulate the use of Roads by Heavy Motor Vehicles.

2.1.3 Division 2 contains provisions in relation to works on any Road

Division 1 - Traffic

2.2 Exemptions from this Part

2.2.1 The following Vehicles are exempt from the requirements of this Division:

(a) coaches and Public Transport Corporation buses when parked in clearly designated bus parking areas;

(b) taxis and stretch limousines providing taxi services when parked in a clearly designated taxi rank;

(c) Vehicles owned or operated by Council, the Public Transport Corporation and the Roads Corporation; and

(d) Police, Ambulance, Fire Brigade and State Emergency Service Vehicles.

2.3 Power to exempt Persons

2.3.1 Council or Victoria Police may exempt any Person from the operation of this Division or any of the requirements contained in it.

Draft Local Law

2.4 Operator Onus

2.4.1 Any Offence in this Local Law which may be committed by a Person in respect of a Vehicle may be committed by either the Registered Owner of the Vehicle or any other Person driving or otherwise in charge of the Vehicle at the time of the commission of the offence.

2.5 Offence to park Vehicle on Reserve

2.5.1 A Person must not park or leave stopped or standing a Vehicle in any Reserve.

Penalty: 4 Penalty Units

2.6 Abandoned Vehicles – Vehicles left for an extended period

2.6.1 A Person must not park or leave stopped or standing a Registered Vehicle in any Public Place, including on a Road, for more than 2 consecutive months.

Penalty: 4 Penalty Units

2.7 Painting and Repairing on Roads

2.7.1 A Person must not:

(a) dismantle or paint a Vehicle; or

(b) repair a Vehicle,

on a Road.

Penalty: 4 Penalty Units

2.7.2 Nothing in clause 2.8 applies to a Person who is repairing a Vehicle with the intention and for the purpose of rendering that Vehicle immediately mobile.

2.8 Barriers and Obstructions on Roads

2.8.1 A Person must not place an obstruction or barrier on a Road.

Penalty: 6 Penalty Units

2.8.2 A Person must not remove, destroy, damage, interfere or tamper with or deface any barrier or obstruction placed on a Road in accordance with the Act.

Penalty: 4 Penalty Units

Division 2 – Roads Generally

2.9 Permit required for Works on a Road and Road Related Areas

2.9.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, carry out or cause to be carried out any works on a Road or Road Related Area.

Penalty: 20 penalty units

2.10 Vehicle Crossings

2.10.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, construct a temporary or permanent Vehicle Crossing.

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Penalty: 10 penalty units

2.10.2 Council or an Authorised Officer may by notice in writing require:

(a) the construction of a temporary or permanent Vehicle Crossing; or

(b) the repair or reconstruction of a Vehicle Crossing by the Owner or Occupier of any Property.

2.10.3 A Person must not access a Property in a Vehicle other than via a temporary or permanent Vehicle Crossing.

Penalty: 4 penalty units

2.10.4 Council or an Authorised Officer may by notice in writing given to an Owner or Occupier of Property require the removal of any Vehicle Crossing and the reinstatement of any kerb, drain, Footpath, nature strip or other part of a Road if the Vehicle Crossing:

(a) is redundant;

(b) has been constructed in breach of any provision of this clause or a Permit;

(c) has not been properly maintained; or

(d) is in a state of disrepair.

2.10.5 An Owner or Occupier of Property to whom a notice in writing is given under clause 2.10.2 or 2.10.4 must comply with that notice.

Penalty: 10 penalty units

2.10.6 An Owner or Occupier of Property must ensure that any work in respect of a Vehicle Crossing is performed to the satisfaction of Council or an Authorised Officer.

Penalty: 10 penalty units

3. PART 3 BEHAVIOUR ON AND USE OF, ROADS, PUBLIC PLACES AND COUNCIL LAND INCLUDING RESERVES

Division 1 –Obstructions and Behaviour

3.1 Introduction

3.1.1 Division 1 of this Part 3 contains provisions which aim to regulate behaviour on Roads, in Public Places, on Council Land and on Reserves, including a prohibition on interference with Council Assets and consumption of alcohol in public as well as the regulation of Obstructions to ensure safety and the free movement of pedestrians (including those with a disability).

3.1.2 Division 2 of this Part 3 contains provisions regarding the use of Reserves.

3.2 Behaviour on Roads, Public Places, Council Land and Reserves

3.2.1 A Person must not on any Road, Council Land or Reserve:

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(a) behave in a manner which is harmful, indecent, offensive or abusive, or which annoys, disturbs or causes an interruption to the quiet enjoyment by any Person using it or living in close proximity to it;

(b) behave in a way which is detrimental to Council Assets on it, including by writing or drawing on, or affixing a sticker or other object to, such Council Assets;

(c) behave contrary to any Sign that contain conditions applying to the use of it; or

(d) behave contrary to any direction of an Authorised Officer.

Penalty: 2 Penalty Units

3.2.2 For the avoidance of doubt, a Person does not interfere with the quiet enjoyment of other Persons simply by expressing political or other opinions which may cause offence.

3.3 Displays, Advertising Signs and Outdoor Trading

3.3.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit:

(a) display any goods or services on a Road, Road Related Area, Council Land or Reserve;

(b) place, or cause or allow to be placed, any Advertising Sign on a Road, Road Related Area, Council Land or Reserve;

(c) place, or cause or allow to be placed, out any tables and/or chairs on a Road, Road Related Area, Council Land or Reserve for the purposes of outdoor eating or drinking by customers; or

(d) place, or cause or allow to be placed, on a Road, Road Related Area, Council Land or Reserve any seat, umbrella, table, chair, planter box, heater, ash tray or other item associated with trading activities.

Penalty: 5 Penalty Units

3.3.2 Clause 3.3.1(b) does not apply to an Advertising Sign:

(a) placed out in accordance with the Planning Scheme, or which is an exempt sign or a sign not requiring a permit under the Planning Scheme;

(b) painted on or permanently fixed to a Vehicle if:

(i) the existence of the Advertising Sign is only incidental to and not the primary reason why the Vehicle is on the Road, Road Related Area, Council Land or Reserve; and

(ii) the Advertising Sign remains on that Vehicle even when it is not on that Road, Road Related Area, Council Land or Reserve; or

(c) placed out with the consent of a Public Body having the care, management and control of the Road, Road Related Area, Council Land or Reserve.

3.3.3 For the purposes of clause 3.3.1(c), a permit issued by Council for a temporary food stall under the provisions of the *Food Act 1984* will be deemed to be a Permit.

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3.4 Informational Signs

3.4.1 A person must not, without a Permit, and other than in accordance with the conditions of such Permit, place, or cause or allow to be placed, any Informational Sign on a Road, Road Related Area, Council Land or Reserve.

Penalty: 5 Penalty Units

3.5 Protruding Objects

3.5.1 A Person must not plant, locate or cause or allow to be planted or located a tree, plant, sign, hoarding, flag, banner or bunting or other similar object in a way that obstructs or interferes with pedestrian or vehicular traffic by:

(a) overhanging any Footpath or other part of the Road used by pedestrians at a height of less than 2.1 metres from the ground, or so that it otherwise gets in the way of pedestrians or is likely to cause injury or damage; or

(b) extending over any part of the Road in such a way that it:

(i) obstructs the view between Drivers at an intersection;

(ii) obstructs the view between Drivers and pedestrians;

(iii) obstructs any Council Asset, including a drain;

(iv) obscures a traffic control item from the Driver of an approaching Vehicle or a pedestrian;

(v) obscures street lighting; or

(vi) otherwise constitutes a danger to Vehicles or pedestrians or compromises the safe and convenient use of the Road.

Penalty: 5 Penalty Units

3.6 General Obstructions

3.6.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, cause or permit, or cause or allow to continue, any Obstruction on a Road, Footpath, Council Land or Reserve.

Penalty: 5 Penalty Units

3.6.2 Nothing in sub clause 3.6.1 extends to any Person:

(a) who holds or operates under a permit issued with the authority of an Act or this Local Law;

(b) where the Person has obtained Council's permission pursuant to the Nature strip Guidelines Booklet available on Council's website; or

(c) to whom section 4(e) of the *Summary Offences Act 1966* applies.

3.7 Shopping Trolleys

3.7.1 Except where a Person (being the Owner or Occupier of Retail Premises) has 25 Shopping Trolleys or less, a Person must not make a Shopping Trolley available for use, or cause or allow it to be used, unless the Shopping Trolley has either:

(a) a coin operated mechanism attached to it; or

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(b) the Person has an agreed 12 month renewable management plan in place with Council for the effective control and retrieval of Shopping Trolleys.

Penalty: 2 Penalty Units

3.7.2 The Person referred to in clause 3.7.1 must ensure that each Shopping Trolley provided displays a sign that legibly identifies the Person's name or the trading name of the business to which it belongs and a current contact telephone number.

Penalty: 2 Penalty Units

3.7.3 The Person referred to in clause 3.7.1 who provides a Shopping Trolley must ensure that the Shopping Trolley is not left on any Road or on any Council Land unless it is left on land provided or set aside by Council as an area for that purpose.

Penalty: 2 Penalty Units

3.7.4 A Shopping Trolley and the contents of the shopping trolley found on a Road or on Council Land may be removed and impounded by an Authorised Officer in accordance with clause 8.9.

3.7.5 Upon notification that a Shopping Trolley has been impounded, a Shopping Trolley and the contents of the shopping trolley may be claimed by the Person referred to in clause 3.7.1 after the impounding fees have been paid in full in accordance with clause 8.9.

3.7.6 Any Person referred to in clause 3.7.1 who does not claim an impounded Shopping Trolley and the contents of the shopping trolley within the time specified by Council for collection in any notice given to that Person is guilty of an offence.

Penalty: 2 Penalty Units

3.8 Consumption and Possession of Liquor

3.8.1 A Person must not, on any Road or on any Council Land:

(a) consume any Liquor; or

(b) be in possession or control of any Liquor other than in a sealed container or receptacle,

except in such place as may for the time being be:

(c) licensed premises within the meaning of the *Liquor Control Reform Act 1998*;

(d) an area in which the consumption of Liquor is permitted in accordance with a permit or licence granted under the *Liquor Control Reform Act 1998*;

(e) an area in respect of which Council has issued a Permit or licence for the consumption of the Liquor; or

(f) within an area designated by resolution of Council as an area to which the prohibition in this clause 3.8.1 does not apply.

Penalty: 5 Penalty Units

3.8.2 Where an Authorised Officer believes on reasonable grounds that a Person is contravening or has contravened clause 3.8.1, the Authorised Officer may direct

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the Person to seal any container or dispose of the contents of any unsealed container.

3.8.3 A Person to whom a direction is given under clause 3.8.2 must comply with that direction.

Penalty: 5 Penalty units

3.9 No Smoking in Smoke Free Areas

3.9.1 A Person must not Smoke a Tobacco Product in a Smoke Free Area.

Penalty: 5 Penalty units

3.9.2 Where an Authorised Officer believes on reasonable grounds that a Person is contravening or has contravened clause 3.9.1, the Authorised Officer may direct the Person to extinguish and then dispose of the Tobacco Product.

3.9.3 A Person to whom a direction is given under clause 3.9.2 must comply with that direction.

Penalty: 5 Penalty units

3.9.4 Council may by resolution designate any area within the Municipal District to be a Smoke Free Area.

3.10 Interference with Council Assets

3.10.1 A Person must not interfere with or use Council Assets in such a way that:

(a) damage or detriment is caused to a Council Asset; or

(b) any other Person is injured or suffers loss as a result of that interference or use.

Penalty: 10 penalty units

3.11 Interference from Adjoining Property

3.11.1 An Owner or Occupier of Property must not cause or allow any tree or Plant on that Property to cause damage to or interfere with a Road or Council Land or Council Asset, including any drain vested in or under the control of Council.

Penalty: 2 Penalty Units

3.12 Council Asset Protection Permit – Building Works

3.12.1 A Responsible Person must:

(a) obtain an Asset Protection Permit before carrying out, or allowing to be carried out, Building Work on any Property; and

(b) not carry out, or cause or allow to be carried out, any Building Work on a Property unless an Asset Protection Permit has been obtained.

Penalty: 20 penalty units

3.12.2 Any Responsible Person may apply for an Asset Protection Permit in respect of a Property.

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3.12.3 Without limiting Council's powers under Part 8 of this Local Law, an Asset Protection Permit may be subject to such conditions as Council determines, including conditions:

(a) acknowledging any existing damage;

(b) requiring protection works to be done;

(c) requiring the payment of an Asset Protection Fee;

(d) requiring the erection of temporary fencing to the satisfaction of Council;

(e) requiring that any or all Council Assets or infrastructure damage be repaired, replaced or re-instated within a specified time;

(f) requiring a temporary Vehicle Crossing to be installed to Council's specifications before commencement of any Building Work or delivery of any equipment or materials to the Property; and

(g) requiring a bond to be paid to Council.

3.12.4 At least 7 days before Building Work commences on a Property, a Responsible Person must give notice to Council of what, if any, damage already exists to any Footpath, kerb and channel, nature strip, street furniture, tree, plant, drain, other Council Asset and Vehicle Crossing which is:

(a) adjacent to the Property to which the Asset Protection Permit relates; and/or

(b) likely to be affected by the Building Works to which the Asset Protection Permit relates.

3.12.5 If the holder of the Building Permit does not give notice to Council in accordance with clause 3.12.4, it is deemed, for the purposes of this clause 3.12, that there was no pre-existing damage.

3.12.6 A Responsible Person must notify Council of the issue of an occupancy permit or certificate of final inspection in connection with the Building to which an Asset Protection Permit relates within 7 days of issue, so that Council can cause an inspection to be carried out of each Footpath, kerb and channel, nature strip, street furniture, tree, plant, drain, other Council Asset and Vehicle Crossing which is:

(a) adjacent to the Property; and/or

(b) likely to be affected by the Building Works,

to which the Asset Protection Permit relates.

3.12.7 A Responsible Person must repair to the satisfaction of Council or an Authorised Officer all damage to any Footpath, kerb and channel, nature strip, street furniture, tree, plant, drain, other Council Asset and Vehicle Crossing which the inspection conducted under clause 3.12.6 identifies as having been damaged during the course of the Building Work within 28 days of being given notice of the damage.

Penalty: 20 Penalty Units

3.12.8 If the conditions on an Asset Protection Permit require a bond to be paid, the amount of the bond will be proportionate to the likely costs of repairing any damage to any Footpath, kerb and channel, nature strip, street, tree, plant, drain, other Council Asset and Vehicle Crossing arising from the Building Work.

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3.12.9 Where a bond is paid to Council, upon completion of the Building Work, the amount of the bond:

(a) may be retained by Council to offset the costs of carrying out any works in accordance with the Act and this Local Law; or

(b) may be refunded to the person who lodged it upon Council or an Authorised Officer being satisfied that no damage has been caused, or that any damage caused has been repaired, by, or on behalf of, that person.

Division 2 - Reserves

3.13 Introduction

3.13.1 The purpose of this Division is to regulate the use of Reserves.

3.13.2 Behaviour generally within Reserves is regulated by clause 3.2 and any other relevant clauses in this Local Law.

3.14 Access

3.14.1 Council may, by resolution:

(a) set aside days on, and times at, which members of the public cannot use or enter a Reserve; and

(b) fix charges or entrance fees which members of the public must pay before using or entering a Reserve.

3.14.2 A Person must not, without a Permit, and other than in accordance with any conditions on that Permit, use or enter a Reserve on a day, or at a time, when members of the public are prohibited from using or entering the Reserve.

Penalty: 10 Penalty Units

3.14.3 A Person must not, without a Permit, and other than in accordance with any conditions on that Permit, use or enter a Reserve without paying the charge or entrance fee fixed by Council.

Penalty: 2 Penalty Units

3.15 Council may grant Leases and Licences

3.15.1 Where Council grants a lease or licence to a Person to occupy or use a Reserve for any purpose:

(a) if there is any difference or conflict between the provisions of that lease or licence and this Local Law, the provisions of the lease or licence will prevail; and

(b) during the period of occupation or use by a lessee or licensee, a Person must not, without the authority of Council:

(i) enter; or

(ii) remain within or upon,

the Reserve without the consent of the lessee or licensee.

Penalty: 5 Penalty Units

Draft Local Law

3.16 Use of Reserves

3.16.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, within a Reserve:

(a) camp or pitch, erect or occupy any camp, tent, temporary shelter, Caravan, trailer or Vehicle used as a mobile home;

(b) hold any circus, carnival or fair, wedding, rally, demonstration or other public gathering;

(c) erect, fix or place any Advertising Sign or Informational Sign;

(d) conduct, organise or participate in any competitive game or sport;

(e) engage in, play or practice football, soccer, cricket, bowls, tennis, lacrosse, archery or any like game, or throw any javelin, shot putt, hammer or boomerang, in a manner that interferes, or is likely to interfere, with the quiet enjoyment of the Reserve by any other Person or Persons;

(f) Sell any food, drink or other article or possess any food, drink or other article with the intention of Selling it or exposing or offering it for sale;

(g) make a collection of money;

(h) permit an Animal owned by the Person, or of which the Person is in charge, to be on the Reserve, unless the Animal is controlled by leash, chain or cord not exceeding 1.8 metres in length;

(i) operate any radio controlled model or vehicle;

(j) ride or drive any horse, Vehicle or Skateboard:

(i) unless, in the case of parking a Vehicle, the Person parks in an area designated for that purpose;

(ii) unless, in the case of riding a bicycle or Skateboard, the bicycle or Skateboard is ridden so as to not interfere, or be likely to interfere, with the quiet enjoyment of the Reserve by any other Person or Persons;

(iii) except by a member of Council staff or the Victoria Police acting in the course of their employment; or

(iv) except upon any designated roadway or, in the case of bicycles, a bicycle pathway, in circumstances in which no damage is caused to such Reserve;

(k) deliver an address or engage in any form of entertainment;

(l) conduct a promotion or display any promotional material;

(m) play or practice golf (except in the Melton Valley Golf Course or the golf practice area located in McPherson Park, Coburns Road); or

(n) cause or allow vehicular access to adjoining Property for the purposes of Building Works or any other activity (for example, use of a crane).

Penalty: 5 Penalty Units

Draft Local Law

3.16.2 Nothing in clause 3.16.1(h) applies to a Person in control of a dog or a cat on a Reserve, in which case the Person must comply with the *Domestic Animals Act 1994*.

3.17 Adjoining Properties Generally

3.17.1 The Owner or Occupier of a Property abutting a Reserve must not, without a Permit, or other than in accordance with the conditions of such Permit:

(a) install on the Property:

(i) a gateway which services; or

(ii) other means of access to or from,

the Reserve;

(b) propagate any tree, shrub, flower or Plant within the Reserve; or

(c) erect or install any structure, equipment or Barbecue within the Reserve.

Penalty: 10 Penalty Units

3.18 Lawful Direction to Leave

3.18.1 If an Authorised Officer of a member of Victoria Police reasonably believes that a Person in or on a Reserve is contravening this Local Law, they may direct the Person to leave a Reserve, notwithstanding that the Person has paid a fee or charge for admission.

3.18.2 A person must immediately comply with a direction issued under clause 3.18.1.

Penalty: 5 Penalty Units

4. PART 4 SALE OF GOODS, STREET SELLING, COLLECTIONS, DISTRIBUTIONS AND SPECIAL EVENTS

4.1 Introduction

4.1.1 This Part contains provisions which aim to manage and facilitate responsible trading and entertainment on Roads, Road Related Areas and Council Land to increase the attractiveness and comfort of these places, by controlling the soliciting of gifts and money, busking, Selling and other behaviour.

4.2 Permit required for Soliciting and Collections

4.2.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, solicit or collect a gift of money or subscription, Sell a raffle ticket, or otherwise engage in any fundraising activity, in or on a Road, Road Related Area or Council Land.

Penalty: 5 Penalty Units

4.3 Selling Goods or Soliciting for Trade and Similar Activities

4.3.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, in or on a Road, Road Related Area or Council Land, Sell goods or solicit or try to attract trade or business or Tout or Spruik, or cause or allow any Person to do so.

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Penalty: 5 Penalty Units

4.4 Selling Services

4.4.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, Sell any services in or on a Road, Road Related Area or Council Land.

Penalty: 5 Penalty Units

4.5 Handbills

4.5.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, display or distribute to any Person any Handbill in or on a Road, Road Related Area or Council Land, or cause or allow any Person to do so.

Penalty: 5 Penalty Units

4.6 Special Events and Filming for Commercial Purposes

4.6.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, hold a Special Event, or carry out or cause or allow to be carried out any Commercial Filming, in or on a Road, Road Related Area or Council Land.

Penalty: 20 Penalty Units

4.6.2 Any Person applying for a Permit to hold a Special Event must, to the extent relevant to the application and as required by an Authorised Officer, provide:

(a) details of the Special Event in the format required by Council;

(b) advice of any potential security or emergency issues for the Victoria Police and other emergency service organisations, such as the Country Fire Authority, Ambulance Victoria, State Emergency Service, St John's Ambulance and others;

(c) advice of any potential police and emergency services personnel resource issues;

(d) a proposed traffic plan for the event area, with access details for emergency Vehicles and Road closures, and proof of notification and approval from any other relevant authorities;

(e) a copy of any extended liquor licence application;

(f) a copy of any extended trading hours application;

(g) a proposed disaster plan for the event area; and

(h) a certificate of currency indicating that the applicant has at least $20 million cover under a public liability policy of insurance.

4.7 Garage Sales

4.7.1 An Occupier of Residential Land on which a garage sale is being conducted, and any Organisation responsible for conducting a garage sale, must comply with the following requirements.

(a) A garage sale must:

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(i) be held entirely on private Residential Land or, if being conducted by an Organisation (such as a school, a religious group or a community group), on that Organisation's Property; and

(ii) not extend to the Footpath or nature strip adjacent the Residential Land or Organisation's Property.

(b) A Person who, or Organisation which, conducts a garage sale, must not conduct, or cause or allow to be conducted, more than 2 garage sales from any one parcel of Residential Land or other Property within any 1 calendar year.

(c) A garage sale must not:

(i) be conducted earlier than 8.00am or later than 7.00pm on any day; or

(ii) conducted on more than 2 consecutive days.

Penalty: 2 Penalty Units

4.7.2 A Person who, or Organisation which, conducts a garage sale may erect a sign or signs advertising the garage sale at the Property on which it is conducted, provided that the sign complies, or signs comply, with the provisions set out below:

(a) the sign or signs must not be erected any earlier than 48 hours before the commencement of the garage sale;

(b) the sign or signs must be removed prior to midday of the day immediately following the garage sale;

(c) the sign or signs must not exceed 297mm x 420mm (A3);

(d) the sign or signs must not contain any offensive language;

(e) the sign or signs must not be attached to any Council Assets, including Council Buildings, trees and/or street signs;

(f) the sign or signs must not obstruct any Footpath or walkway, street furniture or Road sign;

(g) the sign or signs must not be erected on roundabouts or median strips or impact on Road safety in any manner;

(h) the sign or signs must not be displayed on utility poles; and

(i) no more than 3 signs relating to a garage sale are to be displayed.

4.7.3 Notwithstanding clause 4.7.2(e), a sign can be displayed on the nature strip in front of the Residential Land or other Property at which the sale is being held, and on private fences (including a fence at the Residential Land or other Property at which the sale is being held). If the sign is displayed on other fences (eg on a fence at the end of the Road in which the sale is being held), the fence owner's permission must be obtained prior to displaying the sign.

4.8 Causing Obstruction

4.8.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, invite, encourage, cause or allow the congregation of Persons so as to Obstruct or interfere with the passage of pedestrian or vehicular traffic in or on a Road, Road Related Area or Council Land.

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Penalty: 4 Penalty Units

5. PART 5 PROTECTION OF THE AMENITY OF THE MUNICIPAL DISTRICT

5.1 Introduction

5.1.1 The aim of this Part is to protect the amenity of the Municipal District.

Division 1 - General

5.2 Identification of Property

5.2.1 If Council has allocated a street number to a Property the Owner or Occupier of that Property must ensure that the number allocated is clearly displayed on the Property by ensuring that it can be clearly read in normal lighting conditions from the Road immediately adjacent to the front boundary.

Penalty: 5 Penalty Units

5.2.2 The Owner or Occupier of a Property must not display, or cause or allow to be displayed, on that Property an incorrect or misleading number.

Penalty: 5 Penalty Units

5.3 Nature Strip Maintenance

5.3.1 The Owner or Occupier of a Property must, unless Council has allowed nature strip modification works in respect of the Property, ensure that the nature strip between the Road and the Property boundary is kept and maintained such that any grass, stubble, weeds, scrub, undergrowth or other like material on that nature strip does not generally exceed 20 centimetres in height.

Penalty: 2 Penalty Units

5.4 Camping on Roads and Council Land

5.4.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, occupy or use, or cause or allow to be occupied or used, any tent, Caravan or Annexe on a Road or Council Land.

Penalty: 5 Penalty Units

5.5 Camping on other land

5.5.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, occupy or use, or cause or allow to be occupied or used, any tent, Caravan or Annexe on any land other than a Road or Council Land for a period exceeding 24 continuous hours, unless the occupation or use is otherwise permitted by or under Law.

Penalty: 5 Penalty Units

5.6 Charity or Clothing Bins

5.6.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, place a Charity Bin or Clothing Bin on Council Land or a Road.

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Penalty: 5 Penalty Units

Division 2 – Building Works - Impacts

5.7 Building Refuse

5.7.1 Each Responsible Person must ensure that:

(a) a Refuse Facility is placed on the Building Site on commencement of any Building Works;

(b) a Refuse Facility is kept on the Building Site for the deposit of Building Refuse until completion of the Building Works;

(c) all Building Refuse generated on the Building Site is placed in the Refuse Facility;

(d) the Refuse Facility is so designed and constructed as to prevent any Building Refuse within the Refuse Facility being blown from it by a gust of wind;

(e) the lid on the Refuse Facility remains closed at all times except when placing Building Refuse in the Refuse Facility;

(f) the Refuse Facility is emptied immediately it becomes full, and otherwise at the direction of an Authorised Officer;

(g) the Refuse Facility is removed from the Building Site within 7 days of the Completion of the Building Work;

(h) all materials/refuse for or from the Building Site is contained within the boundaries of the Building Site; and

(i) any mud or slurry remains on the Building Site and that any Vehicle exiting the Building Site does not carry any mud or slurry onto the adjoining or nearby Roads.

Penalty: 10 Penalty Units

5.8 Site Identification

5.8.1 Prior to the commencement of any Building Work, each Responsible Person must ensure that a sign is erected at the main entrance to the Building Site which:

(a) is at least 600 millimetres in height and 400 millimetres in width;

(b) is placed in such a location as to be clearly legible in normal lighting conditions from the Road immediately adjacent to the front boundary;

(c) contains the lot number as described in the relevant certificate of title; and

(d) identifies the name, postal address and the 24 hour contact telephone number or numbers of the Person in Charge of the Building Work.

Penalty: 10 Penalty Units

5.8.2 Each Responsible Person must ensure that the sign referred to in clause 5.8.1 is not removed until Completion of Building Work.

Penalty: 5 Penalty Units

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5.8.3 If, prior to Completion of Building Work, there is a change of Builder, the Owner must, within 7 days of that change, give written notice to Council.

Penalty: 8 Penalty Units

5.8.4 The notice under clause 5.8.3 must specify the date of the change of Builder and be signed by the Owner and the new Builder.

Penalty: 8 Penalty Units

5.8.5 From the date of receipt of the notice under clause 5.8.4 above, the new Builder specified in the notice becomes the Builder for the purposes of this Local Law.

5.9 Building Site Toilets

5.9.1 Each Responsible Person must not carry out, or cause or allow to be carried out, any Building Work on a Building Site that necessitates the employment of staff, or the engagement of other contractors or sub-contractors, unless a sewered toilet or a fresh water flush with water seal type portable toilet (closed) system is provided, and is serviced as required (at least monthly), for the use of persons on that Building Site to the satisfaction of Council or an Authorised Officer.

Penalty: 10 Penalty Units

5.10 Site Fencing

5.10.1 Prior to the commencement of any Building Work, each Responsible Person must ensure that a fence is erected around the entire perimeter of a Building Site which:

(a) is not less than 1500mm in height;

(b) is capable of preventing litter from being transported from the Building Site by wind; and

(c) has not more than one access opening which:

(i) has a width not greater than 2800 mm;

(ii) is fitted with 1500mm high gates which prevents litter from being transported from the Building Site by wind; and

(iii) is located to correspond with the Vehicle Crossing referable to the Building Site.

Penalty: 10 Penalty Units

5.10.2 Each Responsible Person must ensure that the fencing referred to in clause 5.10.1 is maintained at all times and remains in place until Completion of the Building Work.

Penalty: 10 Penalty Units

5.11 Unsightly, Dilapidated and Dangerous Premises

5.11.1 The Owner and the Occupier of a Property must not cause, permit or allow:

(a) the Property to become unsightly;

(b) the Property to become detrimental to the amenity of the area in which it is located;

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(c) a Noxious Weed to grow on the Property;

(d) vegetation growth of more than 20 centimetres in height on the Property if the Property is located in a Residential Area; or

(e) unconstrained refuse, rubbish, rubble, demolished or discarded materials from Building Work or other matter to accumulate on the Property so as to constitute a hazard to the health or safety of any Person.

Penalty: 10 Penalty Units

5.11.2 An Owner and an Occupier of a Property must not cause, allow or suffer a Building located on the Property to become dilapidated or further dilapidated.

Penalty: 10 Penalty Units

5.11.3 Without limiting the generality of clause 5.11.1(a) and clause 5.11.1(b), a Property may be considered unsightly or detrimental to the amenity of the area in which it is located by the presence of:

(a) the unreasonable accumulation of Household Waste or Building Refuse on the Property that is visible to the public;

(b) the overgrowth of vegetation on the Property onto a Road or Road Related Area;

(c) machinery or vehicle parts which has or have been stored on the land for more than 60 days in one calendar year and the appearance of which is detrimental to the appearance of the surrounding area;

(d) more than 3 unregistered, unroadworthy, disassembled, incomplete or deteriorated vehicles;

(e) flammable material or any solid or liquid likely to assist the spread of fire or constitute a fire hazard;

(f) a disused excavation; or

(g) a Building or structure which is incomplete and is not currently under construction.

5.11.4 Without limiting the generality of clause 5.11.2, a Building on a Property might be considered to have become dilapidated or further dilapidated due to:

(a) the exterior of the Building being in a state of disrepair and having been damaged or defaced so as to:

(i) affect the visual amenity of the Property; or

(ii) cause the Building to be out of conformity with the general standard of appearance of other Buildings in the vicinity of the Property;

(b) architectural features of the Building not being properly maintained; or

(c) the Building having been damaged by fire or storm.

5.11.5 An Owner or Occupier of a Property must not cause, allow or suffer the Property to be dangerous or likely to cause danger to life or property.

Penalty: 20 Penalty Units

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5.11.6 Without limiting the generality of clause 5.11.5, a Property might be considered dangerous, or likely to cause danger to life or property, if the Property has upon it any of the following:

(a) except where allowed under the Planning Scheme, any substance, materials or equipment that is dangerous, or is likely to cause danger to life or property;

(b) an unsecured hole or excavation; or

(c) an unsecured Building that is in a state of disrepair, causing it to be dangerous to life or property.

Division 3 - Open Air Burning and Incinerators

5.12 Purpose

5.12.1 The purposes of this Division are:

(a) fire prevention and protection;

(b) the collection and disposal of refuse;

(c) the prevention and abatement of nuisances;

(d) environment control, protection and conservation;

(e) the prohibition or regulation of the lighting of fires in the Open Air or in an Incinerator; and

(f) minimising airborne particle pollution.

5.13 Application

5.13.1 This Division applies throughout the whole of the Municipal District except for Land that is or is part of:

(a) a State Forest;

(b) a National Park; or

(c) Protected Public Land.

5.14 Fire Hazards

5.14.1 An Owner or Occupier of a Property must ensure that:

(a) all necessary steps are taken to:

(i) prevent fire on; and

(ii) minimise the possibility of a fire spreading from that Property; and

(b) the Property is kept free of material or substances which may assist the spread of fire.

Penalty: 5 Penalty Units

5.14.2 For the purpose of sub-clause 5.14.1(b), 'material and substances' includes undergrowth, scrub, weeds, stubble, grass (whether alive or dead and whether

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standing or not standing) and any other vegetation, wood, flammable liquid or substances.

5.14.3 In addition to the above requirements, an Owner or Occupier of a Property in a Rural Zone must, between 1 September and 30 April of the following year, put in place and maintain fire breaks in respect of that Property each year by:

(a) slashing a 20 metre break around the perimeter of the Property;

(b) ploughing or grading a 3 metre fire break around the perimeter of the Property;

(c) burning a 3 metre fire break around the perimeter of the Property, provided that a planned burn or 'burn-off' permit is issued by the Country Fire Authority or a Municipal Fire Prevention Officer, if the fire is to be conducted during the Country Fire Authority Declared Fire Danger Period; or

(d) if the Property abuts Residential Land, then the ploughing or grading of a minimum 25 metre fire break along all the residential fence lines that the property shares with each parcel of Residential Land.

Penalty: 5 Penalty Units

5.14.4 Nothing in this clause 5.14 alters or removes any requirement or obligation of an Owner or Occupier under the *Planning and Environment Act 1987*, Planning Scheme or the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) in respect of native vegetation or flora.

5.15 Nuisance and Prohibition of Burning of Certain Materials

5.15.1 A Person must not in:

(a) the Open Air, or

(b) an Incinerator,

burn any matter, material or substance in such a manner or to such an extent as to:

(c) cause a nuisance;

(d) be liable to be injurious or prejudicial to human health; or

(e) be offensive to any Person.

Penalty: 10 Penalty Units

5.15.2 Unless expressly permitted to do so by law, a Person must not burn any:

(a) rubber or plastic substance;

(b) petroleum oil or material containing petroleum oil;

(c) paint or receptacle which contains or has contained paint;

(d) manufactured chemical; or

(e) food waste.

Penalty: 20 Penalty Units

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5.16 Fires on Roads

5.16.1 A Person must not, without a Permit, without a Permit, and other than in accordance with the conditions of such Permit, light a Fire in the Open Air on a Road, unless that Person is:

(a) an officer of; or

(b) a Person authorised by,

a Public Body and engaged in fire protection measures for or on behalf of that Public Body.

Penalty: 20 Penalty Units

5.17 Fires in the Open Air or in an Incinerator

5.17.1 A Person must not, without a Permit, without a Permit, and other than in accordance with the conditions of such Permit, on any Land which is less than two hectares in area light a Fire in:

(a) the Open Air; or

(b) an Incinerator.

Penalty: 20 Penalty Units

5.17.2 Nothing in clause 5.17.1 applies in respect of a Fire which is authorised by law to be lit.

5.18 Duty of Owner, Occupier and Person in Charge

5.18.1 The Owner, Occupier and any Person who is in charge of Land on which a Fire is lit, maintained, controlled or exists other than in accordance with this Local Law or any Permit must, upon becoming aware that the Fire is not authorised by this Local Law, or otherwise upon a direction from an Authorised Officer, immediately take all steps necessary to make secure and then completely extinguish the Fire.

Penalty: 20 Penalty Units

5.19 Permits

5.19.1 In addition to the other requirements of this Local Law, an application for a Permit must state the:

(a) purpose for which the Fire is proposed to be lit;

(b) location of the proposed Fire; and

(c) day or days upon which the proposed Fire is to be lit and its expected duration.

5.19.2 Council may include in a Permit such conditions as it thinks fit, including any or all of the following conditions:

(a) that not more than one Fire in the Open Air may be lit or be allowed to remain alight at any one time;

(b) that, while a Fire remains alight, the material, matter or substance being burnt must at all times occupy a space not exceeding one square metre;

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(c) that the Fire must be supervised by an adult Person from the time it is lit until the time it is completely extinguished;

(d) that adequate means must be readily available at all times for extinguishing the Fire;

(e) that the ground within 3 metres of any material, matter or substance being burnt must be free from any:

(i) flammable material; and

(ii) vegetation except for growing vegetation not exceeding 10 centimetres in height; and

(f) that the space above:

(i) the matter, material or substance being burnt; and

(ii) the ground within 3 metres of the matter, material or substance is free from any vegetation or flammable material;

(g) that any part of the fire must not be closer than 7.5 metres to a log or stump; and

(h) that:

(i) rubber or plastic;

(ii) petroleum oil or material containing petroleum oil;

(iii) paint or receptacle which contains or has contained paint;

(iv) manufactured chemical; or

(v) food waste

must not be burnt.

5.19.3 Council must include in a Permit issued under this clause 5.17 a condition to the effect that a Fire must not be lit or allowed to remain alight on any day:

(a) which the Environment Protection Authority has declared as a smog alert day in the whole or any part of Victoria which includes the Municipal District; or

(b) part of a day which has been declared under Section 40 of the *Country Fire Authority Act 1958* to be one of total fire ban in respect of the whole of the State of Victoria or that part of the State in which is located the Land on which the fire exists.

5.20 Directive Powers

5.20.1 A Person who is burning any matter, material or substance upon any Land or on a Road or Council Land in such a manner or to such an extent as to:

(a) cause a nuisance to a Person upon any Land or on a Road;

(b) be liable to be injurious or prejudicial to human health;

(c) be offensive to any Person upon any other Land or on a Road; or

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(d) constitute an offence against this Local Law,

must immediately extinguish the burning matter, material or substance upon being directed to do so by the Authorised Officer.

Penalty: 20 Penalty Units

6. PART 6 ANIMAL CONTROL

6.1 Introduction

6.1.1 The aim of this Part is to regulate the keeping of Animals and to prohibit Owners of Animals from allowing those animals to be a nuisance.

6.2 Animal Litter

6.2.1 A Person who is in control of any Dog, Cat, Livestock or other Animal in or on a Public Place must:

(a) have in their possession a bag or other receptacle for the purpose of removing from the Public Place excrement from that Dog, Cat, Livestock or other Animal deposited in or on the Public Place;

(b) not allow excrement of the Dog, Cat, Livestock or other Animal to remain in or on the Public Place; and

(c) remove from the Public Place any excrement of the Dog, Cat, Livestock or other Animal if directed to do so by an Authorised Officer.

Penalty: 4 Penalty Units

6.3 Animal Numbers

6.3.1 A Person must not, without a Permit, and other than in accordance with such Permit keep, or cause or allow to be kept:

(a) any more of each species or group of Animals than is stated in Table 1 in this clause 6.3.1; or

(b) any Animal that is not listed in Table 1 in this clause 6.3.1.

Penalty: 8 Penalty Units

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TABLE 1

Type of Animal or Bird	On land of 4,000m² or less	On land more than 4,000m² and less than 20,000m²	On land of 20,000m² or more
Dogs	2	5	Unlimited
Cats	2	5	Unlimited
Poultry (except Roosters)	12	Unlimited	Unlimited
Roosters	Prohibited	1	Unlimited
Small Birds	20	Unlimited	Unlimited
Large Birds	20	Unlimited	Unlimited
Reptiles	5	Unlimited	Unlimited
Rodents	5	Unlimited	Unlimited

6.4 Animals kept in or on Council Land

6.4.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, keep any Animal in or on any Council Land.

Penalty: 8 Penalty Units

6.5 Animal Keeping

6.5.1 The Owner or Occupier of a Property must not keep any Animal on that Property except in accordance with any relevant Code of Practice made under the:

(a) *Prevention of Cruelty to Animals Act 1986*;

(b) *Domestic Animals Act 1994*; or

(c) any other relevant Law.

Penalty: 10 Penalty Units

6.5.2 The Owner or Occupier of a Property on which any Animal is kept must ensure that the Property is adequately secured to the satisfaction of Council or an Authorised Officer to prevent such Animal from escaping from that Property.

Penalty: 8 Penalty Units

6.5.3 The Owner or Occupier of a Property must ensure that any structure on the Property used for housing any Animal on the Property is:

(a) designed and constructed in a manner approved by Council or an Authorised Officer;

(b) not less than 6 metres from the frontage of the Property;

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(c) not less than 2 metres from any boundary of the Property;

(d) not less than 6 metres from any dwelling on adjoining Property; and

(e) not less than 3 metres from the nearest dwelling.

Penalty: 5 Penalty Units

6.5.4 Clause 6.5.3(e) does not apply to any Dog kennel, Cat enclosure, a hutch used to house Rodents or a bird aviary used to house Small Birds.

6.5.5 The Owner or Occupier of a Property must ensure that any structure on that Property used for housing any Animal and the area within 3 metres of such structure is maintained:

(a) in a clean, inoffensive and sanitary condition;

(b) so that it does not cause any nuisance; and

(c) to the satisfaction of Council or an Authorised Officer.

Penalty: 5 Penalty Units

6.6 Bees and Wasps

6.6.1 The Owner or Occupier of a Property who keeps bees, or causes or allows bees to be kept, on that Property must do so in accordance with the Apiary Code of Practice.

Penalty: 5 Penalty Units

6.7 Permits

6.7.1 Nothing in this Part 6 requires a Person to obtain or comply with a Permit where a planning permit has been granted in respect of the specific use or activity otherwise regulated under this Part 6 or where what would otherwise be prohibited by this Local Law is expressly permitted under Law.

7. PART 7 WASTE MANAGEMENT

7.1 Introduction

7.1.1 The aim of this Part is to:

(a) provide for the use and control of Council-Provided Mobile Bins for the deposit and collection of Household Refuse and Recyclables;

(b) prevent and regulate the deposit of refuse and rubbish upon Roads, Public Places and Council Land; and

(c) regulate the use of the Melton Recycling Facility.

Division 1 - Household Waste

7.2 Deposit of Refuse and Recyclables

7.2.1 Subject to clauses 7.5, 7.6 and 7.10, a Person must not:

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(a) deposit any Household Refuse, Recyclable or other waste upon any Road, Public Place or Council Land;

(b) except at a Refuse Disposal Site, deposit any Household Refuse or other rubbish upon another Person's Property; or

(c) place out for collection any Household Refuse unless it is in a Council-Provided Mobile Bin.

Penalty: 4 Penalty Units

7.3 Occupier to Maintain Council-Provided Mobile Bin

7.3.1 Each Occupier of a Property must keep a Council-Provided Mobile Bin on that Property and maintain it in good working order and in a clean and sanitary condition.

Penalty: 2 Penalty Units

7.4 Storage of Council-Provided Mobile Bins

7.4.1 The Owner of any block of flats or units (none of which is occupied by the Owner) must provide for the use of the Occupiers an area in which to store Council-Provided Mobile Bins which is clearly identified and of sufficient size to hold the relevant number of Council-Provided Mobile Bins.

Penalty: 2 Penalty Units

7.4.2 The Occupier of any flat or unit must keep their Council-Provided Mobile Bin in the area provided for that purpose under clause 7.4.1.

Penalty: 2 Penalty Units

7.5 Collection of Council-Provided Mobile Bins

7.5.1 The Occupier of a Property who places, or causes or allows to be placed, a Council-Provided Mobile Bin out for collection must do so in a manner that ensures that it:

(a) is as near to the kerb as possible;

(b) is aligned so that the handle of the bin is facing away from the kerbside;

(c) does not interfere with the free movement of vehicular or pedestrian traffic; and

(d) is clear of all Obstructions, such as trees, Vehicles and other assets, to allow collection to occur.

Penalty: 2 Penalty Units

7.5.2 The Occupier of a Property:

(a) must not place a Council-Provided Mobile Bin out for collection earlier than the day before the day scheduled for collection of the relevant Council-Provided Mobile Bin; and

(b) must cause each Council-Provided Mobile Bin to be returned to their Property no later than the day after the day scheduled for collection of the relevant Council-Provided Mobile Bin.

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Penalty: 2 Penalty Units

7.5.3 A Person (other than the Occupier of the Property who placed it out for collection) must not remove or interfere with the contents of any Council-Provided Mobile Bin which has been placed out for collection, except with the authority of Council.

Penalty: 5 Penalty Units

7.6 Designated Collection Points

7.6.1 If a designated collection point is provided by Council to allow collection of Council-Provided Mobile Bins, Council may, by a notice given to the Owner and Occupier of Property, direct that any Council-Provided Mobile Bin provided to the Property is placed out for collection at the location specified in the notice.

7.6.2 Where a notice is given to the Owner and Occupier of Property under clause 7.6.1, a Person who places, or causes or allows to be placed, a Council-Provided Mobile Bin at a location other than that specified in the notice is guilty of an offence.

Penalty: 2 Penalty Units

7.7 Refuse Receptacles Generally

7.7.1 A Person must not place out refuse for collection by Council other than in a Council-Provided Mobile Bin.

Penalty: 2 Penalty Units

7.7.2 Unless authorised by Council, the Owner and Occupier of Property must not place, or cause or allow to be placed, out for collection more than the number of Council-Provided Mobile Bins provided by Council to that Property.

Penalty: 2 Penalty Units

7.8 Deposit of Waste in Council-Provided Mobile Bins

7.8.1 A Person must not place anything other than:

(a) Household Refuse in a Council-Provided Mobile Bin which is specifically designated for Household Refuse; or

(b) Recyclables in a Council-Provided Mobile Bin which is specifically designated for Recyclables.

Penalty: 2 Penalty Units

7.9 Prohibited Waste

7.9.1 A Person must not place, or cause or allow to be placed, in any Council-Provided Mobile Bin any:

(a) slops or liquid waste;

(b) moist refuse unless the moist refuse has previously been strained and securely wrapped in paper so as to prevent its escape or leakage;

(c) dust from any vacuum cleaner, hair or other like substance unless the dust, hair or other substance has first been securely wrapped in paper so as to prevent its escape;

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(d) ashes or other like substance unless the ashes are or other substance is non-combustible and free from any heat-generating particles;

(e) window glass or other sharp object unless the window glass or other sharp object is wrapped or secured in such a manner as to render it harmless and inoffensive;

(f) commercial or domestic building waste, such as brick, rubble, concrete, timber, plaster, tiles or soil;

(g) hazardous chemical or material, such as asbestos;

(h) volatile, explosive or flammable substance;

(i) nightsoil;

(j) oil, paints, solvents or like substances;

(k) waste of a shape, size or weight that cannot be contained in such a Council-Provided Mobile Bin;

(l) Household Refuse or waste matter of any kind the combined weight of which, in the case of a Council-Provided Mobile Bin, exceeds 50 kilograms;

(m) needle, syringe or medical waste;

(n) Industrial Waste; or

(o) other object or matter which is or is likely to be hazardous to health or the environment.

Penalty: 10 Penalty Units

Division 2 - Regulation of Other Refuse and Waste

7.10 Collection of Hard Rubbish

7.10.1 Where Council or an Authorised Officer has given notice that a hard rubbish collection will be made, the Owner or Occupier of any Property wishing to make use of that hard rubbish collection must place any hard rubbish out for collection in accordance with the requirements specified in that notice.

7.10.2 Upon being placed out for collection, any hard rubbish becomes the unencumbered property of Council.

7.10.3 A Person must not, without the authority of Council remove or interfere with any hard rubbish which is placed out for collection.

Penalty: 4 Penalty Units

7.11 Bulk Waste Containers

7.11.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, place, or cause or allow to be placed, on a Road or Council Land any Bulk Waste Container.

Penalty: 10 Penalty Units

7.11.2 If a Person to whom a Permit is issued under clause 7.11.1:

(a) has endangered or threatens to endanger the safety of any Person; or

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(b) has Obstructed or threatens to Obstruct the orderly flow of pedestrian or vehicular traffic,

Council or an Authorised Officer may cancel the Permit.

7.11.3 A Person to whom a Permit is issued under clause 7.11.1 must ensure that any Bulk Waste Container is capable of containing all waste deposited in it.

Penalty: 10 Penalty Units

7.11.4 A Person to whom a Permit is issued under clause 7.11.1 must remove all waste within a 3 metre radius of the Bulk Waste Container, and any waste that has spilt or been blown from the Bulk Waste Container.

Penalty: 5 Penalty Units

7.12 Trade Waste

7.12.1 An Occupier of Property which produces Trade Waste must ensure that any container used for the storage of Trade Waste:

(a) is constructed of strong and impervious material so as to prevent the escape by leakage of any of its contents and to absorb and accumulate any waste-matter which may be deposited in it;

(b) is water, fly and vermin-proof;

(c) is provided with a close-fitting lid;

(d) has its contents emptied at regular intervals or immediately upon:

(i) its contents becoming offensive; or

(ii) an Authorised Officer directing the emptying of the contents; and

(e) is otherwise kept in good order and in a clean, sanitary and inoffensive condition.

Penalty: 8 Penalty Units

Division 3 – Melton Recycling Facility

7.13 Introduction

7.13.1 The purpose of this Division is to regulate the use of the Melton Recycling Facility.

7.13.2 Behaviour generally within the Melton Recycling Facility is regulated by clause 3.2 and any other relevant clauses in this Local Law.

7.14 Melton Recycling Facility

7.14.1 A Person using the Melton Recycling Facility:

(a) must pay the fees and charges and comply with the terms and conditions determined by Council and/or its operator from time to time;

(b) must deposit waste in accordance with the directions of the Melton Recycling Facility operator or any Authorised Officer and in accordance with any signs erected at the Melton Recycling Facility;

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(c) may only deposit material designated by Council or the Melton Recycling Facility operator from time to time; and

(d) must not deposit any hazardous, dangerous or infectious materials.

Penalty: 10 Penalty Units

7.14.2 A person must not, without the authority of Council, enter or use the Melton Recycling Facility on a day or at a time when members of the public are prohibited from entering or using the Melton Recycling Facility.

Penalty: 10 Penalty Units

7.14.3 A Person must immediately leave the Melton Recycling Facility and take with them any material they brought to the Melton Recycling Facility as and when directed by an Authorised Officer, employee of the operator of the Melton Recycling Facility or a member of the Victoria Police.

Penalty: 2 Penalty Units

7.14.4 A Person must not Smoke within the grounds of the Melton Recycling Facility.

Penalty: 5 Penalty Units

8. PART 8 ENFORCEMENT AND PERMIT

8.1 Introduction

8.1.1 The aim of this Part is to provide for means of enforcing this Local Law and a means of granting, amending and revoking Permits where one is required under this Local Law.

Division 1 - Enforcement

8.2 Offences

8.2.1 Failure to comply with this Local Law, whether by the commission of any act, or failure to do anything required by this Local Law, constitutes the an offence against the relevant clause of this Local Law.

8.2.2 Where no penalty is specified in any provision of this Local Law the maximum penalty for an offence is 20 penalty units.

8.3 Power of Authorised Officers

8.3.1 An Authorised Officer may issue a warning to, serve a notice to comply on or issue an infringement notice to a Person who has breached or is breaching the Local Law and may commence legal proceedings (including proceedings for injunctive relief) and/or may impound items, goods or equipment in relation to a breach of the Local Law.

8.4 Directive Powers

8.4.1 Where a Person has breached or is breaching this Local Law, an Authorised Officer may issue a direction relating to that breach.

8.4.2 A Person to whom a direction is issued under clause 8.4.1 must comply with that direction.

Penalty: 3 Penalty Units

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8.5 Urgent Circumstances

8.5.1 If:

(a) a Person has breached any provision of this Local Law in respect of which a Notice to Comply can be issued;

(b) the breach threatens a person's or an animal's life or health, any property or the environment; and

(c) the circumstances or situation are sufficiently urgent and that the time involved or difficulties associated with serving a Notice to Comply may exacerbate that threat,

an Authorised Officer may take such action as they consider necessary to abate or minimise the danger without serving a Notice to Comply if notice is given of:

(d) the action taken; and

(e) the reasons for taking the action,

to the person in breach of the provision of this Local Law in respect of which the action was taken as soon as practicable afterwards.

8.5.2 Any action taken by an Authorised Officer under clause 8.5.1 must not extend beyond what is necessary to cause the immediate abatement of, or to minimise, the risk or danger.

8.6 Notices to Comply

8.6.1 Council or an Authorised Officer may, by serving a Notice to Comply, direct any Person to remedy any thing which constitutes a breach of this Local Law.

8.6.2 A Notice to Comply must:

(a) specify the thing in breach of the Local Law;

(b) specify the thing to be done or the work to be carried out to remedy the thing in breach of the Local Law; and

(c) state the time and date by which the breach must be remedied.

8.6.3 The time required by a Notice to Comply must be reasonable in the circumstances, having regard to:

(a) the amount of work involved;

(b) the degree of difficulty;

(c) the availability of necessary materials or other necessary items;

(d) climatic conditions;

(e) the degree of risk or potential risk; and

(f) any other relevant factor.

8.7 Failure to comply with a Notice to Comply

8.7.1 A Person who fails to comply with a Notice to Comply served on that Person is guilty of an offence.

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Penalty: 10 penalty units

8.8 Objection to Notice to Comply

8.8.1 A Person on whom a Notice to Comply has been served may lodge an objection with the Authorised Officer who issued the Notice to Comply within 7 days of the service of the Notice to Comply, stating the grounds of objection.

8.8.2 If a Person lodges an objection the Notice to Comply must be stayed pending determination of the objection by the Authorised Officer.

8.8.3 Within 14 days of an objection being lodged, the Authorised Officer must:

(a) confirm the Notice to Comply;

(b) vary the Notice to Comply, if the Authorised Officer is satisfied that the variation will appropriately address the breach; or

(c) withdraw the Notice to Comply, if the Authorised Officer is satisfied that there is no longer any case for the Notice to Comply to be served.

8.8.4 If the Authorised Officer:

(a) confirms the Notice to Comply, they must provide written notice of the new date and time by which the Person must comply with the Notice to Comply; or

(b) varies the Notice to Comply, they must issue a replacement Notice to Comply which includes the new requirements and the new date and time by which the Person must comply with the replacement Notice to Comply.

8.8.5 If the Authorised Officer fails to confirm, vary or withdraw the Notice to Comply within the 14-day time period referred to in clause 8.8.3 they will be deemed to have confirmed the Notice to Comply and the date and time for compliance with the Notice to Comply is to be extended by 21 days from expiry of the 14-day period.

8.8.6 Failure to comply with a Notice to Comply as confirmed or replaced following an objection is an offence.

Penalty: 10 penalty units

8.9 Power of Authorised Officers to Impound

8.9.1 An Authorised Officer may seize and impound any thing which has been or is being used or possessed in contravention of this Local Law.

8.9.2 Where any thing has been impounded under this Local Law, Council or an Authorised Officer must, if it is reasonably practicable to do so, serve notice of the impounding on the Owner or Person apparently responsible for the impounded thing.

8.9.3 An impounded thing must be returned to:

(a) its Owner; or

(b) a Person acting on behalf of its Owner who provides evidence to the satisfaction of an Authorised Officer of their authority from the Owner,

upon

Draft Local Law

(c) evidence to the satisfaction of the Authorised Officer being provided of the Owner's right to the thing; and

(d) payment of any fee determined by Council or an Authorised Officer from time to time.

8.9.4 If, after the time specified in a notice of impounding given under clause 8.9.2, an impounded thing is not retrieved, an Authorised Officer may dispose of the impounded thing:

(a) where it has no saleable value, by disposing of in the most economical way;

(b) where it has some saleable value, by disposing of it by tender, public auction or private sale; or

(c) where the Owner has advised Council in writing that Council may dispose of the goods because they do not intend to retrieve them, by disposing of them in such manner as the Authorised Officer sees fit, including by disposal, sale and give away.

8.9.5 When the identity or whereabouts of the Owner of or Person apparently responsible for an impounded thing is unknown, an Authorised Officer must take reasonable steps to ascertain the identity or whereabouts of that Person and may proceed to dispose of the impounded item in accordance with clause 8.9.4 once they are satisfied that all reasonable efforts have been made to contact the Owner of or Person apparently responsible for the impounded thing.

8.9.6 Any proceeds from the disposal of impounded things must be paid to the Owner of the impounded thing, except for the reasonable costs incurred by Council in the disposal of the impounded thing and the administration of this Local Law.

8.9.7 If a Person described in clause 8.9.6 cannot be identified or located, Council must comply with requirements of the *Unclaimed Money Act 2008*.

8.9.8 Nothing in this clause 8.9 applies to the impounding of alcohol or other things where the nature of the thing impounded is such that it would be impracticable to return it to the person from whom it was impounded or the Owner.

8.10 Infringement Notice

8.10.1 As an alternative to prosecution, an Authorised Officer may serve an infringement notice on a Person who:

(a) has contravened; or

(b) is reasonably suspected of having contravened,

this Local Law.

8.10.2 The penalties fixed in respect of an infringement notice served under this clause 8.10 are the penalties specified in Schedule 1.

8.10.3 If no penalty for an infringement notice is stated in Schedule 1, the penalty is 2 penalty units.

8.10.4 Any person issued with an infringement notice may pay the penalty in the manner stated on the infringement notice.

Draft Local Law

8.11 Continuing Offence

8.11.1 Where a Person has been convicted of an Offence, that Person will be liable to a penalty for a continuing Offence of 1 penalty unit for each day after conviction for an Offence during which the contravention continues.

Division 2 – Permits, Fees and Delegations

8.12 Permits and Written Consent

8.12.1 Any activity requiring the written consent or permission of Council may evidence this consent by way of a Permit issued under this Local Law.

8.13 Application for a Permit

8.13.1 Any Person who wishes to apply for a Permit may do so by:

(a) lodging with Council an application containing any information required by this Local Law; and

(b) paying to Council any Permit Fee.

8.13.2 Council may in its discretion:

(a) require further information from an applicant;

(b) grant an application for a Permit;

(c) grant an application for a Permit by issuing a Permit with conditions; or

(d) refuse to grant an application for a Permit.

8.13.3 In exercising its discretion whether to grant an application for a Permit Council may have regard to any or all of the following:

(a) any policy, code of practice, standards or guidelines adopted by Council;

(b) any submission that may be received in respect of the application;

(c) any comments that may be made in respect of the application by any Public Body, community organisation or other body or Person; and

(d) any other matter it considers relevant.

8.13.4 Council may from time to time prescribe:

(a) the manner and form in which applications for Permits under this Local Law should be made;

(b) the manner and form in which any Permit under this Local Law should be issued; and

(c) the fee for any such Permit.

8.13.5 Any Permit issued by Council will not be operative until the applicant pays any applicable Permit Fee.

8.14 Public Notice

8.14.1 Before considering any application for a Permit, Council may require the applicant to give notice of the application:

Draft Local Law

(a) in the manner and form; and

(b) to the Persons,

specified by Council from time to time or in a particular case.

8.14.2 All written submissions received by Council within the time specified in the notice will be considered by Council when determining the application.

8.15 Cancellation and Amendment of Permits

8.15.1 Council may cancel or amend a Permit if:

(a) there has been a serious or ongoing breach of the conditions of the Permit;

(b) a Notice to Comply has been issued but not complied with within 7 days after the date and time for compliance specified in the Notice to Comply;

(c) there was a significant error or misrepresentation in the application for the Permit; or

(d) in the circumstances, the Permit should be cancelled.

8.15.2 If Council proposes to cancel or amend a Permit, it must:

(a) give the Permit holder an opportunity to make submissions on whether the cancellation or amendment should occur; and

(b) take into account any submissions in deciding whether to cancel or amend the Permit.

8.15.3 Council may correct a Permit if it contains:

(a) a clerical mistake or an error arising from any accident, slip or omission; or

(b) an evident material miscalculation of figures or an evident material mistake in the description of any Person, thing or property referred to in the Permit.

8.15.4 Unless cancelled sooner, a Permit expires on the date specified in the Permit or, if no date is specified, on the date that is 1 year after the date that the Permit is issued.

8.15.5 A Permit-holder must not assign, transfer or encumber their Permit.

8.16 Contravention of a Permit

8.16.1 Failure to comply with a Permit issued under this Local Law, and any conditions attached to it, constitutes an offence.

8.16.2 An offence against cl 8.16 may be committed by both the Permit Holder and any Person who engages in conduct which contravenes the Permit or the conditions attached to it.

Penalty: 10 Penalty Units

8.17 Fees and Charges

8.17.1 Council may, from time to time, by resolution determine fees and charges for the purposes of this Local Law.

Draft Local Law

8.17.2 In determining any fees and charges Council may establish a system or structure of fees and charges, including a minimum or maximum fee or charge, if it considers it is appropriate to do so.

8.17.3 Council's power to determine fees or charges for the purposes of this Local Law does not apply to any lease or licence that may be entered into.

8.18 Exemptions

8.18.1 Council may exempt a Person or a class of Persons from the application of, or need to comply with, this Local Law or any part of it, either generally or in a particular instance.

8.18.2 Any exemption:

(a) must be in writing; and

(b) may be subject to conditions.

8.19 Authorised Officers

8.19.1 Where in this Local Law the authority of Council is required, that authority may be granted by an Authorised Officer.

8.19.2 Where in this Local Law, something may be done by Council, it may be done by an Authorised Officer.

8.20 Delegation

8.20.1 Pursuant to section 78 of the Act, Council:

(a) delegates to the Chief Executive Officer all of its powers, functions and duties under this Local Law; and

(b) authorises the Chief Executive Officer to delegate those powers, functions and duties to the holder of an office or position as a member of Council staff.

The Common Seal of the **Melton City Council**)
was hereunto affixed in the presence of:)
)
)

..... Councillor

..... Chief Executive Officer

Draft Local Law

Schedule 1 Infringement Penalties

Clause	Description[1]	Penalty Units
2.5.1	Parking on Reserves	1
2.6.1	Abandoning Registered Vehicle	1
2.7.1	Dismantling, painting or repairing Vehicle on Road	1
2.8.1	Placing barrier or obstruction on Road	2
2.8.2	Removing, destroying, damaging, interfering or tampering with or defacing any barrier or obstruction on a Road	1
2.9.1	Carrying out works on Road or Road Related Area without a Permit	5
2.10.1	Constructing temporary or permanent Vehicle Crossing without a Permit	3
2.10.3	Accessing a Property in a Vehicle other than via a temporary or permanent Vehicle Crossing	1
2.10.5	Failing to comply with a notice issued under clause 2.10.2 or clause 2.10.4	3
2.10.6	Failing to perform satisfactory work to a Vehicle Crossing	3
3.2.1	Behaviour on Roads, Public Places, Council Land and Reserves contrary to Local Law	0.5
3.3.1	Displaying goods or services, placing Advertising Sign or placing other items on Road or Road Related Area or in a Public Place contrary to Local Law	1
3.4.1	Placing Informational Signs on Road or Road Related Area or in a Public Place contrary to Local Law	1
3.5.1	Planting or locating trees, Plants and other objects contrary to Local Law	1
3.6.1	Obstructing Road, Footpath, Public Place, Council Land or Reserve	1
3.7.1	Making Shopping Trolley available for use contrary to Local Law	0.5

[1] Descriptions are to advisory only and are not intended to assist in the interpretation of the Local Law and offences created by it.

Draft Local Law

Clause	Description[1]	Penalty Units
3.7.2	Failing to make Shopping Trolley identifiable	0.5
3.7.3	Failing to ensure Shopping Trolley is not left on any Road, in a Public Place or on any Council Land	0.5
3.7.6	Failing to claim impounded Shopping Trolley	0.5
3.8.1	Consumption or Possession of Alcohol contrary to Local Law	1
3.8.3	Failing to comply with direction given	1
3.9.1	Smoking in Smoke Free Area	1
3.9.3	Failing to comply with direction given	1
3.10.1	Interfering with or using Council Assets contrary to Local Law	3
3.11.1	Allowing any tree or Plant on Property to cause damage to or interfere with a Road or Council Land or Council Asset	0.5
3.12.1	Failing to obtain an Asset Protection Permit	5
3.12.7	Failing to satisfactorily repair Council Assets	5
3.14.2	Using a Reserve without the authority of Council	3
3.14.3	Using or entering a Reserve without paying the charge or entrance fee fixed by Council	0.5
3.15.1	Being on a Reserve without consent of a lessee or licensee	1
3.16.1	Using Reserve without a Permit and contrary to Local Law	1
3.17.1	Installing gateway or access to Reserve, propagating any tree, shrub, flower or Plant within the Reserve or erecting or installing any structure, equipment or Barbeque within the Reserve, without a Permit	3
3.18.2	Failing to comply with a direction issued under clause 3.18.1	1
4.2.1	Soliciting or collecting money or gift without a Permit	1

Draft Local Law

Clause	Description[1]	Penalty Units
4.3.1	Selling goods, soliciting trade or conducting other similar activities without a Permit	1
4.4.1	Selling any service without a Permit	1
4.5.1	Displaying or distributing handbill without a Permit	1
4.6.1	Holding Special Event or allowing filming without a Permit	5
4.7.1	Holding a garage sale contrary to Local Law	0.5
4.8.1	Causing obstruction	1
5.2.1	Failing to ensure Property is clearly identified	1
5.2.2	Display of an incorrect or misleading Property number	1
5.3.1	Failing to ensure Nature Strip is maintained in accordance with Local Law	10.5
5.4.1	Camping on Road or Council Land	1
5.5.1	Camping on other land	1
5.6.1	Placing a Charity or Clothing Bin on Council Land or Road without a Permit	1
5.7.1	Failing to comply with Local Law in relation to Building Refuse	3
5.8.1	Failing to erect site identification sign in accordance with Local Law	3
5.8.2	Removal of site identification sign contrary to Local Law	1
5.8.3	Failing to give notice of change of Builder	2
5.8.4	Failing to give details in notice of change of Builder in accordance with Local Law	2
5.9.1	Failing to provide Building Site toilet in accordance with Local Law	3

Draft Local Law

Clause	Description[1]	Penalty Units
5.10.1	Failing to erect Building Site fencing in accordance with Local Law	3
5.10.2	Failing to ensure that Building Site fencing is maintained and remains in place in accordance with Local Law	3
5.11.1	Allowing a Property to become unsightly or otherwise contrary to Local Law	3
5.11.2	Allowing a Property to become dilapidated or further dilapidated	3
5.11.5	Allowing a Property to become dangerous or likely to cause danger to life or property	5
5.14.1	Allowing fire hazard contrary to local law	1
5.14.3	Failure to maintain fire breaks, conduct slashing, ploughing or grading	1
5.15.1	Burning of certain materials contrary to Local Law	3
5.15.2	Burning of certain materials contrary to Local Law	5
5.16.1	Lighting a Fire in the Open Air on a Road	5
5.17.1	Lighting a fire on any Land less than two hectares without a Permit	5
5.18.1	Failing to extinguish a Fire that is contrary to Local Law or Permit	5
5.20.1	Failing to comply with direction of an Authorised Officer	5
6.2.1	Allowing Animal excrement to remain in or on a Public Place and failing to comply with direction of an Authorised Officer	1
6.3.1	Keeping Animal contrary to Local Law	2
6.4.1	Keeping Animal in or on Council Land	2
6.5.1	Keeping Animal contrary to relevant Codes of Practice	3
6.5.2	Failing to adequately secure a Property for the keeping of Animal	2

Draft Local Law

Clause	Description[1]	Penalty Units
6.5.3	Failing to ensure any structure for housing Animal complies with Local Law	1
6.5.5	Failing to ensure any structure for housing Animal is maintained in accordance with Local Law	1
6.6.1	Keeping bees contrary to relevant Codes of Practice	1
7.2.1	Depositing Household Refuse or Recyclables contrary to Local Law	1
7.3.1	Failing to keep and maintain Council-Provided Mobile Bin	0.5
7.4.1	Failing to provide storage area for Council-Provided Mobile Bins	0.5
7.4.2	Failing to keep Council-Provided Mobile Bins in storage area provided	0.5
7.5.1	Placing a Council-Provided Mobile Bin out for collection contrary to Local Law	0.5
7.5.2	Leaving Council-Provided Mobile Bin out for longer than specified	0.5
7.5.3	Interfering with Council-Provided Mobile Bins contrary to Local Law	1
7.6.2	Failing to comply with notice of designated collection point	0.5
7.7.1	Placing out refuse for collection other than in an approved Council-Provided Mobile Bin	0.5
7.7.2	Placing out Council-Provided Mobile Bin in excess of number approved	0..5
7.8.1	Placing anything other than Recyclables in a Council- Provided Mobile Bin specifically designed for Recyclables	0.5
7.9.1	Placing any prohibited waste in a Council-Provided Mobile Bin	3
7.10.3	Interfering with hard rubbish placed out for collection	1
7.11.1	Placing a Bulk Waste Container on a Road or on Council Land without, or contrary to a Permit	3
7.11.3	Failing to ensure any Bulk Waste Container is capable of containing waste	3

Draft Local Law

Clause	Description[1]	Penalty Units
7.11.4	Failing to remove all waste within 3 metre radius of any Bulk Waste Container	1
7.12.1	Failing to ensure any container used for the storage of Trade Waste complies with the Local Law	2
7.14.1	Failing to use the Melton Recycling Facility in accordance with the Local Law	3
7.14.2	Entering the Melton Recycling Facility when it is closed to members of the public	3
7.14.3	Failing to leave the Melton Recycling Facility when directed to do	0.5
7.14.4	Smoking within the grounds of the Melton Recycling Facility	1
8.4.2	Failing to comply with the direction of an Authorised Officer	1
8.7.1 / 8.8.6	Failing to comply with a Notice to Comply	3
8.16.1	Failing to comply with a Permit	3

Draft Local Law

12.5 INSTRUMENT OF DELEGATION TO CHIEF EXECUTIVE OFFICER

Author: Renee Hodgson - Manager Governance
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To seek the approval of Council of the updated Instrument of Delegation from Council to the Chief Executive Officer.

RECOMMENDATION:

That Council, in the exercise of the power conferred by s.11(1)(b) of the *Local Government Act 2020* (the Act), resolves that:

1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties, and functions set out in the *Instrument of Delegation to the Chief Executive Officer* (Instrument) provided as **Appendix 1** to this report, subject to the conditions and limitations specified in the Instrument.
2. The Instrument comes into force immediately the Common Seal of Council is affixed to the Instrument.
3. On the coming into force of the Instrument, all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

REPORT

1. Executive Summary

A Council may, by Council resolution, make an Instrument of Delegation and delegate to a member of its staff a range of powers, duties or functions of a Council under the *Local Government Act 2020* (Act), or any other applicable Act.

This report presents the *Instrument of Delegation to the Chief Executive Officer* to Council for approval.

This Instrument will allow for the proper and efficient use of Council's powers by enabling the Chief Executive Officer to undertake the day-to-day management of the organisation in a timely and responsive manner.

2. Background/Issues

Well-constructed Instruments of Delegation are important, as a person exercising a delegation is effectively 'standing in the shoes of the Council'. A decision made under delegation is a decision of the Council. A delegation in force does not prevent Council from making the decision.

The current Instrument of Delegation from Council to the CEO was approved by Council at its meeting held 27 March 2023 and came into effect upon the Common Seal of Council being affixed on 3 April 2023. It was updated at that time to incorporate legislative updates provided by Maddocks Lawyers.

This Instrument has been reviewed and updated to reflect changes, specifically with respect to expenditure limitations, which are in accordance with s11(5) of the Act, which states that a delegation that includes the power to make any expenditure must specify a maximum monetary limit that cannot be exceeded.

A benchmarking exercise was undertaken with a range of Victorian Councils to inform the limitation changes with respect to entering into contracts and making expenditure and is provided for reference as **Appendix 2** to this report.

The updated Instrument will allow for the proper and efficient use of Council's powers by enabling the Chief Executive Officer to undertake the day-to-day management of the organisation in a timely and responsive manner.

The Instrument of Delegation to the Chief Executive Officer is presented to Council for approval, with updates highlighted in yellow.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

The recommendation has no direct financial consideration.

5. Consultation/Public Submissions

There is no requirement for public consultation in this process.

6. Risk Analysis

The same risks apply in decision making by Officers as for decisions by Council. Namely that the decision could be tainted by conflict of interest, be ultra vires and may be subject to administrative review by a Court or Tribunal.

7. Options

Council has the option to:

1. Adopt the Recommendation as presented.
2. Amend the Instrument of Delegation as presented.

LIST OF APPENDICES

1. Instrument of Delegation to the Chief Executive Officer - May 2025
2. Benchmarking Data from a Range of Victorian Councils - **CONFIDENTIAL**

Melton City Council

Instrument of Delegation to the Chief Executive Officer

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020* (Act) and all other powers enabling it, Melton City Council (Council) delegates to the member of Council staff holding, acting in, or performing the position of Chief Executive Officer, the powers, duties, and functions set out in the Schedule to this Instrument of Delegation,

AND declares that:

1. This Instrument of Delegation is authorised by a Resolution of Council passed on 26 May 2025;
2. The delegation:
   - 2.1. Comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation;
   - 2.2. Is subject to any conditions and limitations set out in the Schedule;
   - 2.3. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
   - 2.4. Remains in force until Council resolves to vary or revoke it.

The **Common Seal** of the)
Melton City Council)
Was hereunto affixed)

..... Mayor

..... Chief Executive Officer

…….. Dated

Melton City Council

Instrument of Delegation to the Chief Executive Officer

Delegation Source

- *Local Government Act 2020*

Position

Abbreviation	Position
CEO	Chief Executive Officer

Melton City Council

Instrument of Delegation to the Chief Executive Officer

Local Government Act 2020			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
11(1)	SCHEDULE The power to 1. determine any issue; 2. take any action; or 3. do any act or thing arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.	CEO	The delegate must not determine the issue, take the action or do the act or thing 1. if the issue, action, act or thing is an issue, action, act or thing which involves 1.1 entering into a contract exceeding the value of $1,500,000; 1.2 subject to paragraph 1.3, making any expenditure that exceeds $1,500,000, 1.3 making any expenditure for: 1.3.1 insurance premiums that exceeds $1,500,000; 1.3.2 the fire services property levy that exceeds $5,000,000; or 1.3.3 developer payouts that exceeds $15,000,000; 1.4 appointing an Acting Chief Executive Officer for a period exceeding 28 days; 1.5 electing a Mayor or Deputy Mayor; 1.6 granting a reasonable request for leave under s 35 of the Act; 1.7 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; 1.8 approving or amending the Council Plan; 1.9 adopting or amending any policy that Council is required to adopt under the Act;

Melton City Council

Instrument of Delegation to the Chief Executive Officer

Local Government Act 2020			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			1.10 adopting or amending the Governance Rules; 1.11 appointing the chair or the members to a delegated committee; 1.12 making, amending or revoking a local law; 1.13 approving the Budget or Revised Budget; 1.14 approving the borrowing of money; or 1.15 subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges; 2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution; 3. if the issue, action, act or thing is an issue, action, act, or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; 4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a: 4.1 policy; or 4.2 strategy adopted by Council;

Melton City Council

Instrument of Delegation to the Chief Executive Officer

Local Government Act 2020			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or 6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

12.6 FINANCE REPORT FOR PERIOD ENDED 31 MARCH 2025

Author: Natalie Marino - Manager Finance
Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To present the 2024/2025 Finance Report for the nine months ended 31 March 2025.

RECOMMENDATION:

That Council note the 2024/2025 Finance Report for the nine months ended 31 March 2025, contained at **Appendix 1**.

REPORT

1. Executive Summary

Section 97 of the *Local Government Act 2020* specifies as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

The purpose of this report is to provide Council with the relevant and timely financial information in accordance with Section 97 of the *Local Government Act 2020*, that compares actuals for the nine months ending 31 March 2025 and the approved budget for the same period as is detailed in **Appendix 1**.

2. Background/Issues

Section 97 of the *Local Government Act 2020* specifies as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

A quarterly budget report (**Appendix 1**), must include;

- a comparison of the actual and budgeted results to date;
- an explanation of any material variations; and
- any other matters prescribed by the regulations.

The Audit and Risk Committee reviewed and noted the March 2025 quarter financial report on 22 May 2025 with no changes required following that review.

Council remains in a financially positive position that sets up Council for the remainder of the financial year to pay for and deliver the services and capital investment the community needs.

Council's Financial Management reporting process is to thoroughly analyse each month the key revenue and expenditure items that result in material variance when compared against the budget and to forecast quarterly the year end expectation, considering knowledge of operations, current trends and changes in external factors.

Whilst the financial report presented at **Appendix 1** is prepared in accordance with Australian Accounting Standards, they contain developer contributions and capital grant revenue items that are common in a growth Council which are received in the current financial year to build future facilities like children and community centres, roads, ovals, parks and open spaces. This money can only be used for these purposes.

As a result, these developer and capital grant revenue transactions **distort the 'true' underlying financial performance and cash surplus position** of Council within the current financial year.

Table 1 below provides a management accounting summary of the financial performance for the nine months ending 31 March 2025 which removes all developer contributions and capital grant revenue items relating to the growth of the region to report the adjusted operating surplus which better reflects the underlying financial performance of Council.

Table 1: Adjusted Operating Surplus – Year ended 31 March 2025

	YTD Actual 31 Mar 25 ($'000)	YTD Budget 31 Mar 25 ($'000)	Variance ($'000)
Income	451,412	444,979	6,432
Expenses	195,302	193,095	(2,208)
Surplus for the year	**256,110**	**251,884**	**4,224**
Net asset revaluation increment	-	-	-
Total Comprehesive Result	**256,110**	**251,884**	**4,224**
Less: Capital and Non-Operating Items			
Contributions - monetary	51,092	56,955	(5,863)
Contributions - non-monetary	102,774	89,283	13,491
Net asset revaluation increment/(decrement)	-	-	0
Fair value increment investments	4,867	-	4,867
Grants - capital	25,938	21,174	4,764
Net gain on ndisposal of assets	(4,425)	3,983	(8,408)
	180,246	***171,395***	***8,851***
Adjusted Operating Surplus	**75,863**	**80,491**	**(4,627)**

Council's adjusted operating result as at 31 March 2025 was a surplus of $75.9 million compared to a budget of $80.5 million which is unfavourable to budget. This unfavourable variance is largely attributable to less than anticipated Atherstone land sales which is a timing difference due to the slowdown in the housing market.

Following a review and subsequent advice from external audit during the 2023/24 financial year, it was determined that certain expenditures, originally budgeted as capital, should be reclassified as operating expenses.

As a result of this reclassification, the budgeted capital expenditure has been reduced and the operating expenditure has been increased accordingly. This shift impacts both the forecast and actual financial results, as the reconciliation alters the balance between capital and operating budgets.

Specifically, operating expenses are now higher than initially budgeted however, the overall impact on the net result remains neutral as the total expenditure across both capital and operating categories for these items is unchanged.

The actual capital expenditure incurred as at 31 March was $112.9 million compared to $160.2 million year to date budget.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

Council notes the operating surplus for the nine months ended 31 March 2025 and other financial matters outlined in **Appendix 1**.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

The financial report (**Appendix 1**) provides transparency over the financial performance of Council and will ensure Council's continued compliance with the legislative requirements.

7. Options

Council can:

1. Note the report as per the recommendation.
2. Request further information/clarification if deemed necessary.

LIST OF APPENDICES

1. Finance Report 31 March 2025



Melton City Council

Finance Report 2024/2025

Nine Months Ended 31 March 2025

A vibrant, safe and liveable City accessible to all

Quarterly Finance Report
Nine Months Ended 31 March 2025

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Melton City Council

Quarterly Finance Report
Nine months ended 31 March 2025

Executive Summary

Operating Results

This report compares the actual results for the nine months ended 31 March 2025 against the adopted year to date budget for the same period as well as the adopted budget against year-end forecast as at 31 March 2025.

The operating surplus before transfers for the nine months ended 31 March 2025 was $256.1m. When compared against the budgeted year to date result of $251.88m, Council has recorded a favourable variance of $4.22m (or 2%).

The forecast year end operating result is a surplus of $376.7m. This represents an increase of $6.45m (or 2%) better than the adopted budget surplus of $370.25m. The largest component of this is a greater than anticipated amount of Non-Monetary Contributions from developers.

Following a review and subsequent advice from external audit during the Financial Year 2023/24, it was determined that certain expenditures, originally budgeted as capital, should be reclassified as operating expenses.

As a result of this reclassification, the budgeted capital expenditure has been reduced, and the operating expenditure has been increased accordingly. This shift impacts both the forecast and actual financial results, as the reconciliation alters the balance between capital and operating budgets.

Specifically, operating expenses are now higher than initial budget. However, the overall impact on the net result remains neutral as the total expenditure across both capital and operating categories for these items is unchanged.

A detailed analysis of operating revenue and expenditure variances by line items is provided in the subsequent pages of this report.

Capital Expenditure

The year to date actual capital expenditure completed as at the end of 31 March 2025 was $112.85m which represents 51% of the adopted budget of $223m (which includes $35.9m in budgeted carry forwards from 2023/24).

The year end forecast capital expenditure is $157.12m which is $65.98m less than the adopted budget. The year to date actual of $112.85m represents 72% of the forecast figure of $157.12m. The largest reductions in the forecast include Recreation $24.24m,

Roads $24.17m, Buildings $16.25m, IT Equipment $10.36m (now expensed rather than capitalised) and Footpaths and Cycleways $10.35m.

Further to the Council delivered capital works budget referred to above, the developer delivered works budget for 2024/25 (aka In-Kind Contributions), is $85.6m. These works when completed by landholders will offset their developer contribution liability to Council. Where the value of completed works handed over to Council varies from the Developer Contribution Plan (DCP) obligations, the resultant rolling credit or debit transactions will be carried forward to be set off against future obligations or for settlement to/by Council from the developer contribution reserve funds.

To maximise project delivery, Council is focusing on:

- Planning for Cultural Heritage Management Plans.
- Early identification of utilities and services that may need relocation before a build can proceed.
- Confirming ownership of land which may involve acquisition of land and/or transfer of land titles to Council.
- Ensuring appropriate resourcing of projects.

A detailed analysis by expenditure category is provided in the subsequent pages of this report.

Cash on Hand and Investments

Council's total cash position as at the end of 31 March 2025 is $567.20m. This balance comprises $538.83m in investments and $28.37m in cash on hand. Commitments against the total cash position include carry forward expenditure, employee entitlements, and developer contributions received for future capital works.

Debtors

Trade and Other Receivables outstanding at the end of 31 March 2025 totalled $91.79m, compared with last year's balance for the same period of $85.56m. The largest component of the $91.79m is Rates Debtors which ended the period at $72.75m. Overdue rates on 31 March 2025 amount to $34.35m on 21,692 properties.

Melton City Council Finance Report

Income and Expenditure Statement

Nine Months Ended 31 March 2025

2023/24 YTD Actuals ($'000)	Income/Expenditure	Notes	YTD Actuals ($'000)	YTD Budget ($'000)	YTD Variance ($'000)	2024-25 Full Year Adopted Budget ($'000)	2024-25 Q3 Forecast ($'000)	Variance ($'000)
	Income							
174,027	Rates & Charges	1	189,065	190,524	(1,459)	192,255	191,001	(1,254)
10,304	Statutory Fees and Fines	2	11,046	9,810	1,236	13,841	14,787	946
9,077	User Fees	3	8,625	9,704	(1,079)	12,951	11,529	(1,422)
15,731	Grants- Operating	4	37,710	36,147	1,563	40,212	42,778	2,566
3,991	Grants- Capital	5	25,938	21,174	4,764	28,243	23,673	(4,570)
35,211	Contributions Monetary	6	51,092	56,955	(5,862)	97,951	81,934	(16,017)
99,895	Contributions Non Monetary	7	102,774	89,283	13,491	185,846	265,066	79,220
(1,563)	Net Gain/(Loss) on Disposal of IPP&E	8	(4,425)	3,983	(8,408)	23,426	(3,607)	(27,033)
27,752	Other Income	9	24,720	27,400	(2,680)	37,794	34,285	(3,509)
0	Fair value Adjustment	10	4,867	0	4,867	0	4,867	4,867
374,425	Total Income		451,412	444,979	6,432	632,519	666,313	33,794
	Expenditure							
54,698	Employee Costs	11	63,706	64,297	591	82,204	87,852	(5,648)
76,325	Material Costs	12	83,824	84,275	452	121,310	136,787	(15,477)
1,246	Bad and Doubtful Debts	13	1,671	667	(1,004)	1,352	2,935	(1,583)
40,587	Depreciation and Amortisation	14	46,020	43,650	(2,370)	56,851	61,883	(5,032)
154	Borrowing Costs	15	70	184	114	482	147	335
10	Finance Cost- Leases	16	12	21	9	72	12	60
173,021	Total Expenditure		195,302	193,095	(2,208)	262,271	289,615	(27,344)
201,404	Total Surplus/Deficit Before Transfers.		256,109	251,885	4,224	370,248	376,698	6,450
	Other Comprehensive Income							
0	Net asset Revaluation Increment/(decrement)		0	0	0	0	0	0
201,404	Total comprehensive Result		256,109	251,885	4,224	370,248	376,698	6,450
	Reserve Transfers							
14,300	Transfers From Reserves		66,748	29,315	37,433	55,469	101,504	46,035
(53,807)	Transfer to Reserve		(51,570)	(71,180)	19,610	(144,032)	(102,074)	41,958
(39,506)	Total Net Transfers - Income/(Exp)		15,179	(41,865)	57,043	(88,563)	(570)	87,993
161,898	Total Surplus/(Deficit) Net of Transfers		271,288	210,020	61,267	281,685	376,128	94,443
	Underlying Surplus/(Deficit)							
201,404	Total comprehensive Result (per above)		256,109	251,885	4,224	370,248	376,698	6,450
	Less							
3,991	Grants- Capital		25,938	21,174	4,764	28,243	23,673	(4,570)
135,106	Contributions		153,866	146,238	7,629	283,797	347,001	63,204
(1,563)	Net Gain/(Loss) on Disposal of IPP&E		(4,425)	3,983	(8,408)	23,426	(3,607)	(27,033)
0	Fair value increment on investment properties		4,867	0	4,867	0	0	0
0	Net asset Revaluation Increment/(decrement)		0	0	0	0	0	0
63,870	Underlying Surplus/(Deficit)		75,863	80,491	(4,627)	34,782	9,631	(25,151)

Melton City Council Finance Report

Income and Expenditure Statement - Significant Variance Comments

Nine Months Ended 31 March 2025

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or $250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure	*Notes*	YTD Actual ($'000)	YTD Budget ($'000)	Variance - Fav/(Unfav) ($'000)	YTD Actuals vs YTD Budget Variance Explanations
Income					
Rates & Charges	*1*	**189,065**	**190,524**	**(1,459)**	Rates & Charges are unfavourable compared to YTD Budget by **($1.46m)** mainly due to an unfavourable variance of **($2.07m)** in Supplementary Rates (due to lower than expected number of properties titled) & Rebate on Rates **($0.25m)** which is partially offset by a favourable variance of **$0.86m** in Interest on Rates & Pensioner Rebates.
Statutory Fees and Fines	*2*	**11,046**	**9,810**	**1,236**	Statutory Fees and Fines are **$1.24m** favourable compared with YTD Budget due to favourable variances in the following areas - Parking & infringement **$1.22m,** Other Statutory Fees **$0.22m,** Court Recoveries **$0.16m.** The favourable variance is partially offset by unfavourable variances of **($0.36m)** in Permit Fees.
User Fees	*3*	**8,625**	**9,704**	**(1,079)**	User Fees are unfavourable against YTD Budget by **($1.08m)** primarily due to an unfavourable variance of **($1.20m)** in Subdivision Fees, Sundry Fees, Client Fees, Levies & Rental Income from property hire which is partially offset by a favourable variance of **$0.12m** in Application Fees.
Grants- Operating	*4*	**37,710**	**36,147**	**1,563**	Operating Grants are favourable by **$1.56m** mainly due to the following- - MCH Programs - $0.45m - Public Libraries Funding Program - $0.34m - Community Connect Carolinesprings, Hillside, Eynesbury & Fraser Rise - $0.30m - Kindergarten Central Registration - $0.17m - Melton Night Markets - $0.16m - Grants Commission- $0.08m - Western Grassland Reserve Interim Management Partnership - $0.06m
Grants- Capital	*5*	**25,938**	**21,174**	**4,764**	Capital Grants are favourable by **$4.76m** comprising favourable variances against the following: - Weir Views Children's and Community Centre - $1.91m - Taylors Road/Plumpton Road-Signalised Intersection- $1.64m - Rockbank North Sports Reserve - 1.62m - Macpherson Park Stage 3B – Rugby Pavilion - $0.90m - Various other grants - $0.78m These favourable variances are partially offset by an unfavourable variance of **($2.09m)** in Mt Atkinson East Sports Reserve.
Contributions Monetary	*6*	**51,092**	**56,955**	**(5,862)**	Contributions Monetary ended unfavourable to budget due to a weaker housing market and the delay in the settlement of land and completion of subdivisions.
Contributions Non Monetary	*7*	**102,774**	**89,283**	**13,491**	This revenue item recognises infrastructure assets provided to Council by Developers after the completion of sub-divisions. Contributions Non- Monetary ended favourable due to developers handing over infrastructure assets earlier than anticipated.
Net Gain/(Loss) on Disposal of IPP&E	*8*	**(4,425)**	**3,983**	**(8,408)**	The unfavourable variance of **($8.41m)** is mainly due to less than budgeted Atherstone land sales. This is a timing difference where land sales will be recovered in future years when the market improves.
Other Income	*9*	**24,720**	**27,400**	**(2,680)**	Other Income is **($2.68m)** unfavourable to YTD Budget due to lower than anticipated interest income from investments **($5.39m)** partially offset by a favourable variance of **$2.71m** in sundry interest income, lease income from properties, sundry revenue & other recoveries.
Fair value Adjustment	*10*	**4,867**	**0**	**4,867**	This is an unbudgeted accounting entry recognising the increased value in investments held with the Victorian Funds Management Corporation (VFMC) which manage investment funds on our behalf which we recognise a fair value for at each quarter-end.
Total Income		**451,412**	**444,979**	**6,432**	

Melton City Council Finance Report

Income and Expenditure Statement - Significant Variance Comments

Nine Months Ended 31 March 2025

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or $250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure	*Notes*	YTD Actual ($'000)	YTD Budget ($'000)	Variance - Fav/(Unfav) ($'000)	YTD Actuals vs YTD Budget Variance Explanations
Expenditure					
Employee Costs	*11*	63,706	64,297	591	Employee costs ended the period favourably compared to YTD Budget by **$0.59m or 0.92%.** This variance is largely driven by vacancies amounting to approximately **$4m** offset by unbudgeted contract labour of approximately **($3.3m)** and a higher workcover premium than originally anticipated of **($0.14m)**.
Material Costs	*12*	83,824	84,275	452	Contracts and Materials are favourable against YTD Budget by **$0.45m** or **0.54%** mainly due timing of contract payments.
Bad and Doubtful Debts	*13*	1,671	667	(1,004)	Bad and doubtful debts are a result of infringement notices that are withdrawn due to a number of factors including being withdrawn as part of a request by the recipient to have them formally reviewed or being referred to a Magistrate's Court for prosecution. The forecast has been increased based on the trend of YTD actuals.
Depreciation and Amortisation	*14*	46,020	43,650	(2,370)	This variance is due to the timing of capitalisation of assets to be depreciated and asset revaluations from 2023/24.
Borrowing Costs	*15*	70	184	114	This is due to the timing difference between when budgeted loans were expected to be taken and when they are actually taken.
Finance Cost- Leases	*16*	12	21	9	
Total Expenditure		195,302	193,095	(2,208)	
Total Surplus/Deficit Before Transfers.		256,109	251,885	4,224	

Melton City Council Finance Report
Q3 Forecast vs Full Year Adopted Budget 2024-25
Nine Months Ended 31 March 2025

Income / Expenditure	Notes	Q3 Forecast 2024-25 ($'000)	Full Year Adopted Budget 2024-25 ($'000)	Variance ($'000)
Income				
Rates & Charges	1	191,001	192,255	(1,254)
Statutory Fees and Fines	2	14,787	13,841	946
User Fees	3	11,529	12,951	(1,422)
Grants- Operating	4	42,778	40,212	2,566
Grants- Capital	5	23,673	28,243	(4,570)
Contributions Monetary	6	81,934	97,951	(16,017)
Contributions Non Monetary	7	265,066	185,846	79,220
Net Gain/(Loss) on Disposal of IPP&E	8	(3,607)	23,426	(27,033)
Other Income	9	34,285	37,794	(3,509)
Fair value Adjustment	10	4,867	0	4,867
Total Income		666,313	632,519	33,794
Expenditure				
Employee Costs	11	87,852	82,204	(5,648)
Material Costs	12	136,787	121,310	(15,477)
Bad and Doubtful Debts	13	2,935	1,352	(1,583)
Depreciation and Amortisation	14	61,883	56,851	(5,032)
Borrowing Costs	15	147	482	335
Finance Cost- Leases	16	12	72	60
Total Expenditure		289,615	262,271	(27,344)
Total Surplus/Deficit for the Year Before Trfs.		376,698	370,248	6,450
Underlying Surplus/(deficit)		9,631	34,782	(25,151)
Council Capital Budget		157,127	223,103	65,976
Capital DCP-In-Kind		123,030	85,592	(37,438)

Melton City Council Finance Report

Q3 Forecast vs Full Year Adopted Budget 2024-25 - Significant Variance Comments

Nine Months Ended 31 March 2025

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or $250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure	*Notes*	Q3 Forecast 2024-25	Full Year Adopted Budget 2024-25	Variance	Adopted Budget vs Q3 Forecast Variance Explanations
		($'000)	($'000)	($'000)	
Income					
Rates & Charges	*1*	**191,001**	**192,255**	**(1,254)**	Rates & Charges are expected to finish unfavourable to Full Year Budget by **($1.25m)** mainly due to an unfavourable variance in Supplementary Rates.
Statutory Fees and Fines	*2*	**14,787**	**13,841**	**946**	Statutory Fees and Fines are forecast to finish favourable to Full Year Budget by **$0.95m** mainly due to favourable variances in infringement costs & Court Recoveries.
User Fees	*3*	**11,529**	**12,951**	**(1,422)**	User Fees are expected to finish unfavourable to Full Year Budget by **($1.42m)** primarily due to an unfavourable variance of **($1.20m)** in subdivision fees, **($0.51m)** in client fees, levies and properties hire income. The unfavourable variance is partially offset by a favourable variance of **$0.29m** in application fees.
Grants- Operating	*4*	**42,778**	**40,212**	**2,566**	Operating Grants are forecast to finish favourable to Full Year Budget by **$2.57m** due to the following- - Grants Commission - $0.92m - MCH Programs - $0.45m - Melton Food Systems Collective - $0.18m - Kids Active Travel - $0.18m - Kindergarten Central Registration - $0.17m - Family Support Services - $0.15m - Melton Revitalisation Night Markets in Melton - $0.15m - Crime Prevention Grant - UTURN193 - $0.13m - Various other grants - $0.24m
Grants- Capital	*5*	**23,673**	**28,243**	**(4,570)**	Capital Grants are forecast to finish unfavourable to Full Year Budget by **($4.57m)** due to the following- - Melton Recycling Facility - ($1.79m) - Cobblebank Community Services Hub - ($1.71m) - Road Safety Project, Creamery Road , Toolern - ($1.07m)
Contributions Monetary	*6*	**81,934**	**97,951**	**(16,017)**	Cash contribution year to date is below projection and this has been reflected in a downward revision in the forecast which is mainly driven by a weaker housing market due to interest rates and delays in completing subdivisions.
Contributions Non Monetary	*7*	**265,066**	**185,846**	**79,220**	This revenue item recognises infrastructure assets provided to Council by developers after the completion of sub-divisions. The forecast for non-cash contributions is favourable to Full Year Budget due to developers handing over of infrastructure assets earlier than anticipated.
Net Gain/(Loss) on Disposal of IPP&E	*8*	**(3,607)**	**23,426**	**(27,033)**	The unfavourable variance of **($27.03m)** is primarily due to lower than budgeted Atherstone land sales. This is a timing difference where land sales will be recovered in future years when the market improves.
Other Income	*9*	**34,285**	**37,794**	**(3,509)**	Other Income is forecast to finish unfavourable to Full Year Budget by (**$3.51m)** primarily due to lower than budgeted Interest on investments and Lease Income from properties. The unfavourable variance is partially offset by a favourable variance of **$4.38m** in Sundry Interest Income, Sundry Revenues & Recoveries.
Fair value Adjustment	*10*	**4,867**	**0**	**4,867**	This is an unbudgeted accounting entry recognising the increased value in investments held with the Victorian Funds Management Corporation (VFMC) which manage investment funds on our behalf for which we recognise a fair value at the end of each quarter.
Total Income		**666,313**	**632,519**	**33,794**	

Melton City Council Finance Report

Q3 Forecast vs Full Year Adopted Budget 2024-25 - Significant Variance Comments

Nine Months Ended 31 March 2025

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or $250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure	*Notes*	Q3 Forecast 2024-25	Full Year Adopted Budget 2024-25	Variance	Adopted Budget vs Q3 Forecast Variance Explanations
		($'000)	($'000)	($'000)	
Expenditure					
Employee Costs	*11*	**87,852**	**82,204**	**(5,648)**	Employee costs are forecast to finish unfavourable to Full Year Budget by **($5.65m)** by year end. Material variances which constitute this variance include: *(Unfavourable variances)* - Overspend against IT mainly due to costs being expensed rather than capitalised as originally budgeted ($4.2m) *# See Note below..* - Fewer capitalised labour costs than anticipated ($2.45m) - Lower level of recoveries than originally anticipated ($0.89m) - Higher workcover premium than anticipated ($0.76m) *(Favourable variances)* - Lower than anticipated oncosts (including superannuation LASPLAN) $2.41m ***# NOTE** - Labour costs originally budgeted as capex in IT were later deemed as operating expenses by Council's auditors.*
Material Costs	*12*	**136,787**	**121,310**	**(15,477)**	Contracts and Materials are forecast to finish unfavourable to Full Year Budget by **($15.48m)** against the following expenses- - Contract Payments - ($3.88m) - Professional advisory services - ($3.72m) ***$3.14m of this relates to IT #*** - Software Licences - ($3.48m) ***Entire amount relates to IT #*** - Contract Labour - ($3.21m) ***$2.60m of this relates to IT*** - Vehicles- Internal Charge - ($1.19m) - Ongoing Support - ($1.104m) ***Entire amount relates to IT #*** - Implementation Costs - ($0.84m) ***Entire amount relates to IT #*** - Development costs - ($0.46m) ***Entire amount relates to IT #*** ***# NOTE** - Expenses were originally budgeted as capex in IT then later deemed as operating by Council's auditors (Total $11.6m).*
Bad and Doubtful Debts	*13*	**2,935**	**1,352**	**(1,583)**	Bad and doubtful debts are a result of infringement notices that are withdrawn due to a number of factors including being withdrawn as part of a request by the recipient to have them formally reviewed or being referred to a Magistrate's Court for prosecution. The forecast has been increased based on the trend of YTD actuals.
Depreciation and Amortisation	*14*	**61,883**	**56,851**	**(5,032)**	Depreciation is forecasted to increase due to asset revaluations from 2023/24 and the timing of capitalisation of assets to be depreciated that were not originally budgeted.
Borrowing Costs	*15*	**147**	**482**	**335**	
Finance Cost- Leases	*16*	**12**	**72**	**60**	
Total Expenditure		**289,615**	**262,271**	**(27,344)**	
Total Surplus/Deficit for the Year Before Trfs.		**376,698**	**370,248**	**6,450**	

Melton City Council Balance Sheet as at 31 March 2025	*(2024-25)* Actuals as at 31 Mar 25 (Year to Date) ($'000)	*(2023-24)* Actuals as at 30 Jun 24 (Year End) ($'000)	*(2024-25)* Full Year Adopted Budget 2024-25 ($'000)
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	28,372	18,771	94,789
Non-current assets classified as "held for sale"	96	230	0
Trade and Other Receivable	91,791	64,139	35,537
Other Financial Assets CA	389,128	236,000	323,582
Inventories CA	5	5	18
Other Assets	12,645	15,512	27,509
Prepayments	31	302	0
TOTAL CURRENT ASSETS	**522,067**	**334,959**	**481,435**
NON CURRENT ASSETS			
Other Financial Assets NCA	149,702	324,673	246,170
Inventories NCA	10	10	0
Property, infrastructure, plant and equipment (Inc. WIP)	4,409,428	4,219,875	4,416,376
Investment Property	9,525	9,525	7,170
Intangibles	7,590	2,775	1,396
Right Of Use Assets	1,429	608	1,197
TOTAL NON CURRENT ASSETS	**4,577,684**	**4,557,466**	**4,672,309**
TOTAL ASSETS	**5,099,751**	**4,892,425**	**5,153,744**
LIABILITIES			
CURRENT LIABILITIES			
Trade and Other Payables	15,880	53,886	46,486
Trust funds and deposits CL	325	10,372	40,299
Unearned Income	10,160	17,205	0
Provisions CL	16,647	15,324	14,297
Interest-Bearing Liabilities CL	2,240	2,240	2,905
Lease Liability CL	85	262	392
TOTAL CURRENT LIABILITIES	**45,338**	**99,289**	**104,379**
NON CURRENT LIABILITIES			
Trust funds and deposits NCL	40,500	37,230	0
Provisions NCL	2,282	2,116	1,683
Interest-Bearing Liabilities NCL	2,656	922	5,131
Lease Liabilities NCL	387	387	844
TOTAL NON CURRENT LIABILITIES	**45,824**	**40,655**	**7,658**
TOTAL LIABILITIES	**91,163**	**139,944**	**112,037**
NET ASSETS	**5,008,589**	**4,752,481**	**5,041,707**
EQUITY			
Accumulated Surplus	2,880,405	2,605,020	2,974,873
Reserves	2,128,185	2,147,461	2,066,834
TOTAL EQUITY	**5,008,589**	**4,752,481**	**5,041,707**

Balance Sheet - Comments

General

The following comments relate to the Balance Sheet as at the end of 31 March 2025.

Current Assets

Cash & Investments

Council's cash position (including investments), as at 31 March 2025 was $567.20m, which represents a decrease of $12.24m from the opening balance of $579.44m as at 1 July 2024. Details of Cash inflows and outflows are provided in the Cash Flow Statement.

Cashflow Summary	Cash on hand ($'000)	Investments ($'000)	TOTAL ($'000)
Opening Cash & Investments at 1st July 2024	**$18,771**	**$560,673**	**$579,444**
Plus: Net Inflow/(Outflow) from Operating activities	$51,428	$0	$51,428
Plus: Net Inflow/(Outflow) from Investing activities	($43,302)	($21,843)	($65,145)
Less: Net Inflow/(Outflow) from Financing activities	$1,475	$0	$1,475
Net Increase/(decrease)	***$9,601***	***($21,843)***	***($12,242)***
TOTAL Cash & Investments as at 31 March 2025	**$28,372**	**$538,830**	**$567,202**

Receivables

Total Receivables outstanding as on 31 March 2025 amounted to $91.79m. The total outstanding receivables comprises of:

Receivables	31-Mar-25 ($'000)	31-Mar-24 ($'000)
Rates Debtors	72,746	59,884
Infringements & Local Laws Debtors	9,511	7,998
Sundry & other debtors net of provision for doubtful debts	9,534	17,678
Total Receivables	**$91,791**	**$85,560**

Refer to page 13 for further breakdown regarding overdue rate debtors in arrears and hardship arrangements.

Assets

Infrastructure, Plant & Equipment

The value of Council's property, plant & equipment has increased to $4.41b from the balance of $4.22b as on 30 June 2024. This increase is net of the additions and disposal of assets and net of asset revaluations, offset by the depreciation charge for the period. Non-monetary capital works contributions as on 31 March 2025 amount to $50.42m.

Other Financial Assets (Current and Non-Current)

Other Financial Assets represents Cash held in Term Deposits. As at 31 March 2025, those in the Current Assets group increased by $153m & those in the Non-Current group have decreased by $175m since 1 July 2024.

Intangible Asset

The intangible assets of $7.59m as at 31 March 2025 represent non-exclusive licence granted to Melton City Council by the Department of Education and the Caroline Springs College for the use of the College Creekside Campus and the Spring side Children's and Childcare facility built on DOE land and Kororoit Creek Learning Centre. The balance represents Council's contributions net of amortisations.

Liabilities

Payables

Trade and Other Payables as at 31 March 2025 are $15.88m which has decreased by $38m from 1 July 2024 balance of $53.89m. The outstanding payables amount varies from month to month depending upon the status of the accounts payable cycle.

Provisions (Employee Benefits)

Employee benefits represent current and non-current components of annual and long service leave liabilities at balance date. The current estimated liability as on 31 March 2025 is $16.65m for current & $2.28m for non-current employee benefits provisions.

Interest Bearing Liabilities

Combined current and non-current loan liabilities as at 31 March 2025 is $4.9m.

Working Capital and Liquidity

The working capital ratio assesses the Council's ability to meet current commitments, and it is arrived at by dividing current assets by current liabilities. The working capital ratio for the period is 1:11.5. The ratio after removing the impact of rate debtors is 1:10.8.

Melton City Council Cashflow Statement as at Nine Months Ended 31 March 2025	*(2024-25)* Actuals as at 31 Mar 25 (Year to Date) ($'000)	*(2023-24)* Actuals as at 30 Jun 24 (Year End) ($'000)	*(2024-25)* Full Year Adopted Budget 2024-25 ($'000)
Cash Flows from Operating Activities			
Inflows			
Rates and charges	143,859	168,075	190,893
Statutory fees and fines	3,904	11,318	15,117
User fees	5,175	12,274	14,145
Grants - operating	44,068	18,417	39,927
Grants - capital	5,828	7,663	28,043
Contributions - monetary	23,382	32,876	97,951
Interest received	0	19,336	32,515
Dividends received	2,287		
Trust funds and deposits taken	(6,741)	9,532	1,174
Other receipts	46,790	37,962	40,384
Net GST refund / payment	12,918	23,168	17,462
Outflows			
Employee Costs	(58,841)	(70,012)	(108,283)
Materials and Services	(166,119)	(150,733)	(137,923)
Other Payments	(5,082)	3,319	(37,178)
Net Cash provided by/(used in) operating activities	51,428	123,195	194,228
Cash Flows from Investing Activities			
Payments for property, infrastructure, plant and equipment	(66,269)	(114,943)	(288,872)
Proceeds from sale of property, infrastructure, plant and equipment	1,120	5,110	26,864
Payments for Investments, other properties and intangibles	0	(14,816)	0
Proceeds from Sale of Investments	21,847	0	0
Net Cash provided by/(used in) investing activities	(43,302)	(124,649)	(262,008)
Cash Flows from Financing Activities			
Repayment of borrowings	0	(2,608)	(3,427)
Finance Costs	(70)	(197)	(482)
Proceeds from Borrowings	1,734	0	8,300
Interest Paid - Lease Liability	(12)	(20)	(72)
Repayment of Lease Liability	(177)	(351)	(373)
Net Cash provided by/(used in) financing activities	1,475	(3,176)	3,947
Net Increase/(Decrease) in Cash and Cash Equivalents	9,601	(4,630)	(63,832)
CASH POSITION			
Cash on Hand at the beginning of the financial year	18,771	23,401	158,621
Cash on Hand at the end of the period	28,372	18,771	94,789
plus Other Financial Assets CA - Term Deposits	389,128	236,000	323,582
plus Other Financial Assets NCA - Term Deposits	149,702	324,673	246,170
Cash and Cash equivalents total	567,202	579,444	664,541

SUMMARY OF OVERDUE RATE DEBT ARREARS & RECOVERY AS AT 31 March 2025	NO OF PROPERTIES	RATE DEBTS OUTSTANDING
Summons issued	4	$50,651
Judgements issued	6	$151,212
Summons for Oral Examination issued	34	$719,342
Legal Arrangements	1	$13,335
Other action - Demand Letters etc	9	$132,117
Total Debt Recovery Action In Progress	**54**	**$1,066,657**
Arrangement with arrears	**2,047**	**$ 2,741,362**
Direct Debit/Flexipay with arrears	**2,558**	**$ 1,140,161**
Hardship Arrangements & Deferred Rates	**234**	**$ 1,399,213**
Midstate - Courtesy Calls and other action	**1,734**	**$ 13,369,390**
Properties with no current arrangements in place.	**15,065**	**$ 14,629,738**
TOTAL as at 31 March 2025	**21,692**	**$ 34,346,521**

While outstanding debt levels remain high, encouraging progress is being made through increased customer engagement. Initiatives like the January 2025 courtesy call campaign with Midstate and February reminder notices have led to a significant rise in payment arrangements and participation in direct debit programs, reflecting stronger recovery efforts and improved responsiveness from ratepayers.

Rate Balances & Collection Details

2024-25

Rate Collection Details	Jul'24-Sep'24	Oct'24 - Dec'24	Jan'25-Mar'25	Apr'25-Jun'25
	($'000)	($'000)	($'000)	($'000)
Outstanding debtor balance as at 1 July 2024	27,541			
Rates raised in 2024 -2025	184,857			
Interest raised to date	213	696	669	
Rebates, adjustment and unallocated Payments	(4,799)	651	264	
Supplementary rates raised	3,928	1,496	1,090	
Total to be collected	211,740	214,583	216,606	-
Amount Collected during the period	47,272	100,738	143,859	
Balance to be collected	**164,468**	**113,845**	**72,747**	**-**

Analysis of Overdue Instalment Rate Debtors - Mar'25

(Excluding Fire Service Levy)

Overdue Rate Debtors by Value	*No of Properties - Residential*	*No of Properties - Other*	*Total No of Properties -*	*Debts Outstanding ($) - Residential*	*Debts Outstanding ($) - Other*	*Total Debts Outstanding ($)*
Owings						
Less Than $1000	13,678	458	14,136	$6,028,991	$193,411	$6,222,402
$1000 to $1999	3,429	180	3,609	$4,678,559	$247,499	$4,926,058
$2000 to $4999	2,241	182	2,423	$7,096,036	$586,527	$7,682,563
$5000 to $10,000	984	69	1,053	$6,490,126	$735,534	$7,225,660
Greater Than 10,000	384	87	471	$6,035,235	$2,254,603	$8,289,838
SubTotal	**20,716**	**976**	**21,692**	**30,328,947**	**4,017,574**	**$34,346,521**
Properties in credit	2,430	105	2,535	$2,095,472	$944,508	$3,039,980
TOTAL Rate Debtors	**18,286**	**871**	**19,157**	**28,233,475**	**3,073,066**	**31,306,541**

CAPITAL EXPENDITURE BY CATEGORY

Nine Months Ended 31 March 2025

CATEGORY	YTD Actual ($'000)	YTD Budget ($'000)	YTD Variance ($'000)	2024-25 Full Year Approved Budget ($'000)	3rd Qtr Forecast as at the end of 31 Mar 25 ($'000)	3rd Qtr Forecast Variance to Budget ($'000)
Vehicles - Capital Cost	259	0	(259)	0	259	(259)
Furniture	202	284	82	422	393	29
IT Equipment	1	758	757	10,360	1	10,359
Land	17,045	0	(17,045)	0	17,045	(17,045)
Buildings	21,572	35,695	14,123	47,613	31,363	16,250
Roads	31,874	53,000	21,125	70,694	46,528	24,167
Drainage	(21)	697	718	929	886	43
Bridges	177	1,275	1,098	1,700	474	1,227
Recreation	26,175	46,113	19,938	61,508	37,267	24,242
Library Books	452	418	(34)	558	588	(30)
Other Assets	119	1,142	1,023	1,546	733	814
FootPaths & Cycleways	1,862	9,834	7,972	13,117	2,771	10,346
Renewal Capital Expenditure	168	0	(168)	0	478	(478)
Kerbs & Channel	119	107	(12)	142	119	24
Car Parks	57	97	41	130	116	14
Traffic Management	435	2,111	1,676	2,816	707	2,109
Parks and Open Spaces	2,750	4,925	2,175	6,569	5,446	1,123
Other Plant and Equipment	364	3,745	3,381	4,995	384	4,611
External Labour – Capitalised	1,904	0	(1,904)	0	4,139	(4,139)
Internal Labour - Capitalised	7,341	0	(7,341)	0	7,431	(7,431)
Total Capex Excl Capital DCP In Kind	112,854	160,201	47,346	223,103	157,127	65,976
Capital DCP in Kind	50,416	29,645	(20,771)	85,592	123,030	(37,438)
Total Capital Expenditure	163,270	189,845	26,575	308,695	280,157	28,538

12.7 RURAL, INTERFACE AND GROWTH AREA ROAD UPGRADE STATEGY ADOPTION

Author: Kerry Walton - Coordinator Long Term Infrastructure Pipeline
Presenter: Sam Romaszko - Director City Futures

PURPOSE OF REPORT

To present to Council the Rural, Interface and Growth Area Road Upgrade Strategy.

RECOMMENDATION:

That Council:

1. Note the City of Melton Rural, Interface and Growth Area Road Upgrade Strategy (**Appendix 1**).
2. Refer proposed future capital development recommendations for consideration as part of Council's Annual Budget Process.

REPORT

1. Executive Summary

The City of Melton Rural, Interface, and Growth Area Road Upgrade Strategy (RIGARUS) employed a robust technical analysis, integrating data and modelling, alongside extensive community consultation. This approach was instrumental in strategically planning a safe and efficient transport network to meet the needs of our growing community.

This project conducted a thorough review of roads in our growth areas, considering all modes of transport. Through this review, we have gained a clear understanding of the existing infrastructure and identified what developers are set to deliver through current planning permits.

This comprehensive understanding of the current and future infrastructure enables Council to ensure that upcoming developments provide the necessary infrastructure to meet community needs promptly. It also facilitates the completion of transport connections for all modes beyond the immediate development sites, promoting a more integrated and accessible transportation network for the entire community.

This report presents the City of Melton Rural, Interface and Growth Area Road Upgrade Strategy for Council consideration (**Appendix 1).**

2. Background/Issues

The City

The City of Melton's road network spans over 1,450 km and includes:

- 1,230 km of urbanised roads
- 105 km of unsealed roads
- 65 km of narrow sealed roads.

A significant portion of our road network serves well-established communities but remains at a rural standard. This discrepancy highlights the need for targeted improvements to bring these roads up to the required standard for a growing and modern community.

The Strategy

In 2018, Melton City Council initiated the Unsealed Road Network Upgrade Strategy. This comprehensive project aimed to identify all unsealed roads within the City of Melton and determine which roads required sealing. By 2020, the strategy was revisited, leading to a revision of the scoring matrix to redefine the priority list for these roads.

Building on this foundational work, Council has now introduced the Rural, Interface, and Growth Area Road Upgrade Strategy (RIGARUS). This new strategy extends beyond sealing unsealed roads. RIGARUS focuses on a broader range of improvements and has identified and prioritised various works and policy improvements to be undertaken in the coming years.

Methodology

The following methodology was undertaken to develop the Strategy:

1. Identify Road Categories – determine the roads to be reviewed and their purpose in our road network.
2. Establish Existing Conditions – An audit of existing transport infrastructure on our road network.
3. Technical Analysis – A review of appropriate infrastructure for each rural and interface road based on our community needs.
4. Gap Analysis – A review of all committed transport projects on our growth area roads in current development applications to identify missing gaps in our road and path networks.
5. Community Engagement – Seeking community feedback on improvements for all roads identified in RIGARUS.
6. Draft Strategy – Development of a Draft Strategy and Implementation Plan based on technical analysis and community engagement.
7. Community Engagement – Seeking community feedback on the draft strategy document.
8. Final Strategy – Development of the Final Strategy.

The Strategy outlines the vision for road infrastructure in the City of Melton and strategic priorities for implementation.

Key Issues

The Strategy identifies the following key issues in the City of Melton's transport network.

- Rural roads are experiencing increased traffic volumes due to nearby developments, increasing maintenance, and posing safety risks.
- Out of sequence development is creating gaps in urban infrastructure for roads and active transport.
- Some existing road reserve widths in growth areas are too narrow to deliver even interim solutions such as shared paths or wider roads.
- Drainage and flooding issues are occurring in rural areas.
- Public lighting is lacking in rural areas.
- Public transport services are required in new growth areas. Existing public transport services are often infrequent and/or indirect services.
- Arterial roads require upgrade to cater for the rapid growth within the City of Melton.

Implementation

The Strategy provides three key pillars to achieve a safe and efficient transport network:

1. **Advocacy -** Through community consultation, it was raised that our arterial road networks require investment. Council will continue to advocate to state and federal governments for these improvements through www.movingmelton.vic.gov.au and ongoing negotiations with state and federal governments.
2. **Action Plan** - For our Rural and Interface roads, Council has created an action plan to achieve:
    - Sealing of unsealed roads
    - Widening narrow rural seals
    - Strengthening pavements
    - Addressing drainage issues
    - Providing public lighting at intersections
    - Working with neighbouring Councils to upgrade boundary roads.
3. **Development Policy** - For our growth area roads within Precinct Structure Plan areas, Council has completed a gap analysis to:
    - Identify missing links in road and path networks.
    - Identify the need for improved processes and procedures to collaborate with developers to ensure early delivery of necessary infrastructure for all modes of transport in ongoing and future development applications.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

3. A fast growing, innovative and well-planned City

3.3 A City with accessible infrastructure that meets the needs of all.

4. Financial Considerations

The Strategy proposes a broad range of improvements and prioritises various works to be undertaken in the coming years. The Implementation Plan has been developed based on Council's draft 10 Year Infrastructure Plan, transport infrastructure inspections and audits undertaken, technical analysis and engagement with the community. The Infrastructure Plan for RIGARUS will be used to help identify projects and road network improvements for consideration in Council's annual and long-term capital works programs.

5. Consultation/Public Submissions

The community was engaged on two occasions to inform the draft Rural, Interface and Growth Area Road Upgrade Strategy.

April 2024

To support the technical analysis of our road networks, we asked our community where they thought improvements were needed.

This was done through an interactive online map on our Melton Conversations website where our community could drop a pin and explain an issue or suggest an improvement.

This consultation was live for 4 weeks, from the 22nd of April 2024 to the 20th of May 2024.

A total of 621 contributions were received and were used to understand where our community believes our transport infrastructure needs improvement the most.

This community feedback was considered alongside the technical analysis to create a draft action plan for Council improvements and informed the Key Pillars of RIGARUS.

March 2025

A second round of community engagement was completed to seek feedback on the draft strategy document.

This consultation was live for 2 weeks, from the 24th of March 2025 to the 7th of April 2025.

The draft strategy was provided on the Melton Conversations website, and we asked our community for any comments or feedback on the strategy.

A total of 30 contributions were received, with most requesting road network improvements that were already captured through the key pillars of RIGARUS.

A review of all community responses was completed, and it was deemed that no further changes to the draft strategy were warranted as any concerns had already been considered.

6. Risk Analysis

Not applicable.

7. Options

Council may note the report as per the Officers recommendation.

LIST OF APPENDICES

1. Rural, Interface and Growth Area Road Upgrade Strategy

Rural Interface and Growth Area Road Upgrade Strategy (RIGARUS)

MELTON CITY COUNCIL



DRAFT



Contents

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Executive **Summary**

Introduction
In 2018, Melton City Council initiated the Unsealed Road Network Upgrade Strategy. This comprehensive project aimed to identify all unsealed roads within the City of Melton and determine which roads required sealing. By 2020, the strategy was revisited, leading to a revision of the scoring matrix to redefine the priority list for these roads.

RIGARUS
Building on this foundational work, the Council has now introduced the Rural, Interface, and Growth Area Road Upgrade Strategy (RIGARUS). This new strategy extends beyond merely sealing unsealed roads. RIGARUS focuses on a broader range of improvements and has identified and prioritised various works and policy to be undertaken in the coming years.

Technical Analysis and Community Engagement
The RIGARUS strategy employed a robust technical analysis, integrating data and modelling, alongside extensive community consultation.

This approach was instrumental in strategically planning a safe and efficient transport network to meet the needs of our growing community.

Strategic Insights and Community Benefits
This project conducted a thorough review of roads in our growth areas, considering all modes of transport. It has revealed that current infrastructure is lagging behind the needs of our community. Through this review, we have gained a clear understanding of the existing infrastructure and identified what developers are set to deliver through current planning permits.

This comprehensive understanding of the current and future infrastructure enables the Council to ensure that upcoming developments provide the necessary infrastructure to meet community needs promptly. It also facilitates the completion of transport connections for all modes beyond the immediate development sites, promoting a more integrated and accessible transportation network for the entire community.



Background

The City of Melton's road network spans over 1,450 km and includes:

- 1,230 km of urbanised roads
- 105 km of unsealed roads
- 65 km of narrow sealed roads

Of our 105 kilometres of unsealed roads, some are in rapidly developing areas with significantly increasing traffic volumes. This is causing additional pressure on Melton City Council's maintenance teams and posing potential health and safety risks to the community.

More than 22 kilometres of these unsealed roads are within the urban growth boundary in approved or future PSPs, which means these roads will ultimately be urbanised by future private developments.

There are also 13 kilometres of roads that are narrower than 5 metres, which means that oncoming vehicles typically need to drive with the two left wheels on the unsealed section of road. Again, this causes safety concerns, especially when wet, and needs additional maintenance due to high volumes of cars and trucks using the unsealed section of road.

Addressing Development Challenges

Due to the segmented nature of development in our growth areas, with some developers operating several hundred metres away from the nearest established areas, a significant portion of our road network serves well-established communities but remains at a rural standard. This discrepancy highlights the need for targeted improvements to bring these roads up to the required standard for a growing and modern community.

There is approximately 88 kilometres of road network in our urban growth boundary that is still considered a rural standard. Figure 1 shows the roads and their category investigated through RIGARUS.



Study **Area**

RIGARUS investigated 117 kilometres of rural roads, 48 kilometres of interface roads, and 101 kilometres of growth area roads. Figure 1 shows the combined 270 kilometres of rural, interface and growth area roads investigated through RIGARUS.

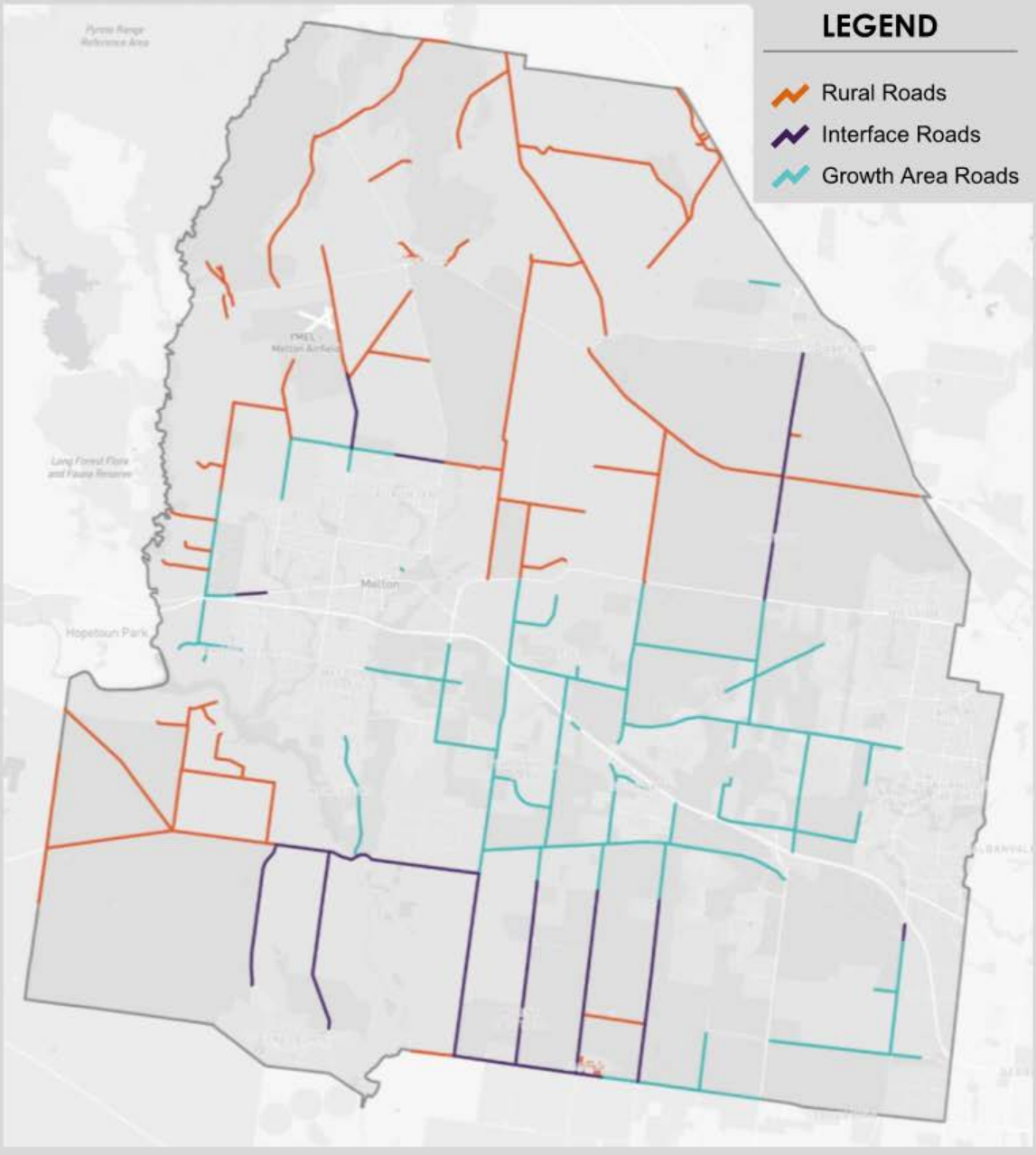


Figure 1: Road Category Map

Road Categories

Rural Road

A rural road is an isolated road with little to no through-traffic and low traffic volumes, typically surrounded by large farmland properties. More than 117 kilometres of Rural Roads have been investigated.



Interface Road

An interface road is still a rural environment, but due to the nearby growth in the area it is being used more frequently by through traffic and is outside the Urban Growth Boundary so will not be upgraded by developers in the future. More than 48 kilometres of Interface Roads have been investigated.



Growth Area Road

A growth area road as identified by this strategy is an existing road that was formerly built to a rural standard but is now being developed to an urban standard as developers complete new subdivisions. More than 101 kilometres of Growth Area Roads have been investigated.



Existing **Conditions**

To understand the deliverables of RIGARUS, we undertook an analysis of the existing conditions for our road infrastructure, pedestrian infrastructure, and bicycle infrastructure.

The existing road conditions investigated through RIGARUS are shown in Figure 2, and pedestrian and cyclist infrastructure are shown in Figure 3.

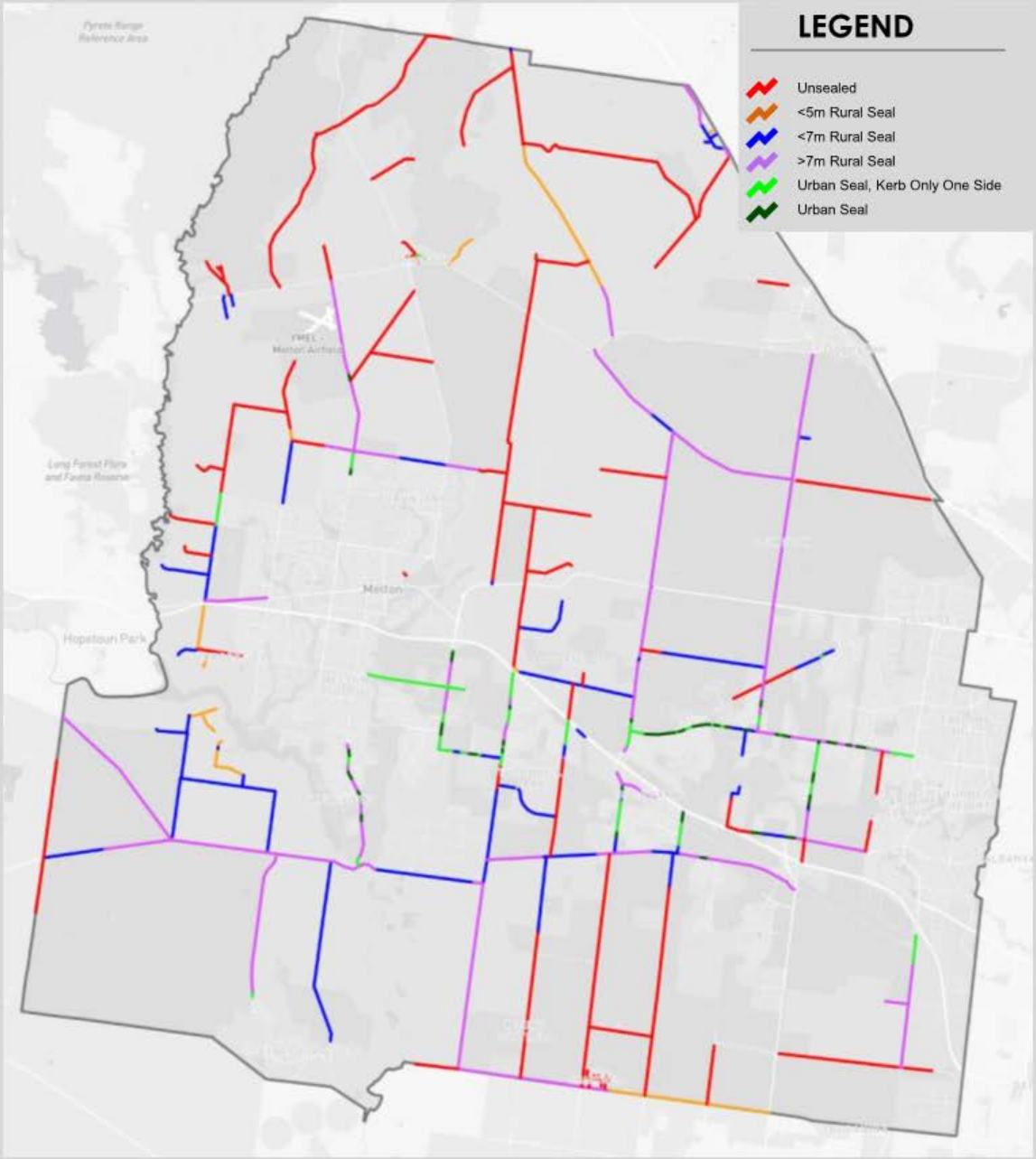


Figure 2: Road Existing Condition Map

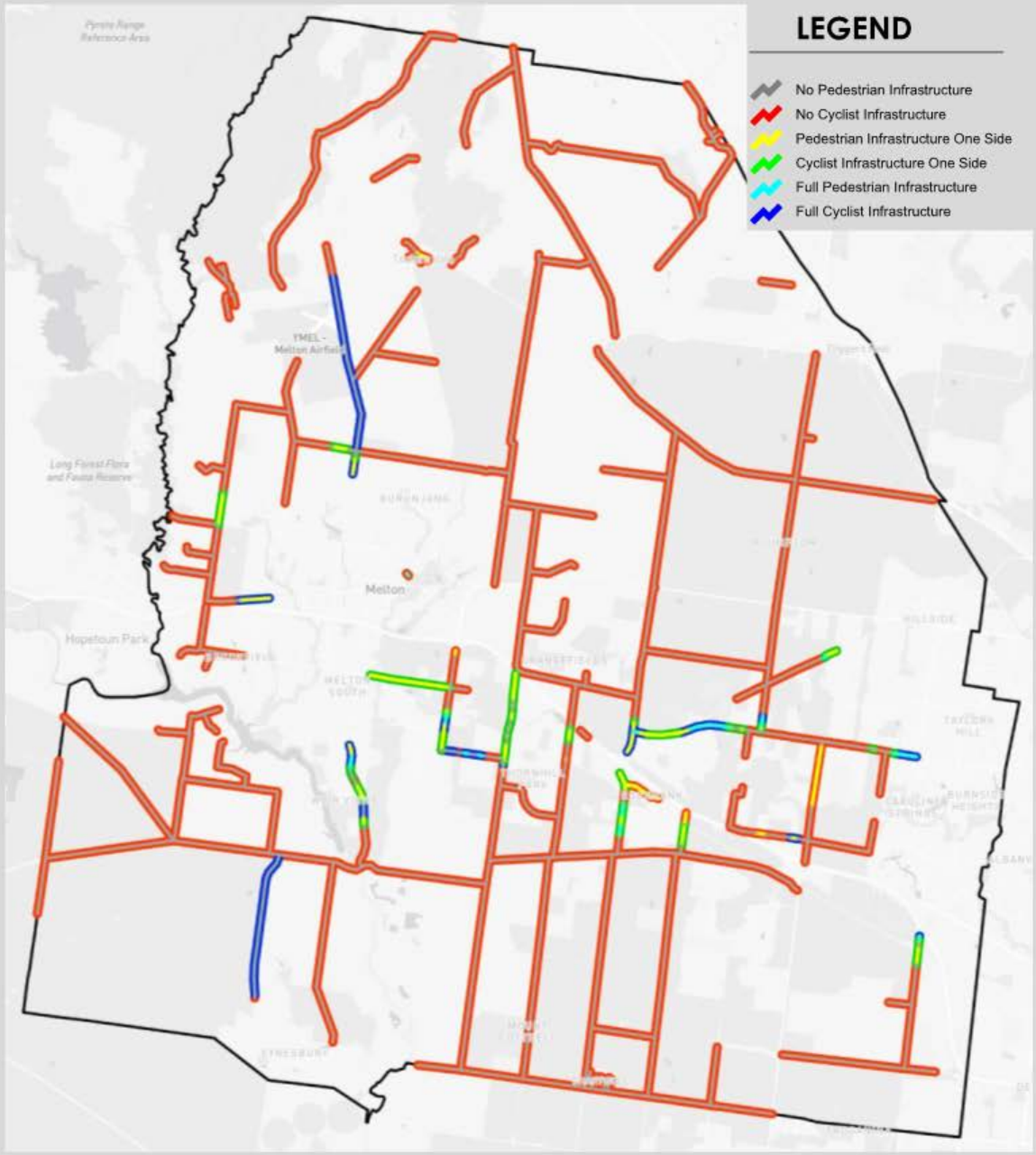


Figure 3: Active Transport Existing Condition Map

Some issues in our current transport network include:

- Rural roads are handling more traffic due to nearby developments, increasing maintenance, and posing safety risks.
- Out of sequence development creating gaps in urban infrastructure for roads and active transport.
- Some existing road reserve widths in growth areas are too narrow to deliver even interim solutions such as shared paths or wider roads.
- Drainage and flooding issues in rural areas.
- Public lighting is lacking in rural areas.

7

Key **Pillars**

To achieve an efficient and safe transport network for all modes of transport, with infrastructure appropriate for our community use, there are three key pillars needed to achieve this goal.

Advocacy

Advocacy to State and Federal Government and neighbouring Councils to upgrade our arterial road network, public transport networks and boundary roads.

Action Plan

Analysis and delivery of upgrades to Council-managed roads.

Development Policy

Updated policies and procedures to collaborate with developers to ensure early delivery of our growth area roads in accordance with Precinct Structure Plans.



Figure 4: Melton City Council's Advocacy Platform: www.movingmelton.vic.gov.au

Methodology

RIGARUS reviewed the existing transport infrastructure in our Rural, Interface and Growth Areas and analysed the transport network with two key approaches based on the function of each road to achieve the appropriate road and active transport conditions across our network.

Rural and Interface Roads

- Create a priority matrix based on existing and modelled traffic volumes, maintenance and crash data, and community feedback to determine which roads require upgrades to suit the needs of the community or where infrastructure is fit-for-purpose.

Growth Area Roads

- Identify upcoming works committed by existing private developers through current planning applications to identify the remaining gaps in our urban transport network. Identify the remaining gaps in the urban transport network to inform policies and procedures to ensure future developments are held accountable and deliver required infrastructure early.

Priority **Matrix**

For our Rural and Interface roads, Council developed a priority matrix to establish an action plan for upgrades to our road network. This matrix ensures that essential improvements, which will not be addressed by developers, are systematically prioritised and implemented by Council.

Two separate priority matrices were created, one focused on the road pavement and one on the public lighting. The road network considered several factors, while public lighting was focused on traffic volume and crash history at intersections.

Roads

Traffic Volumes	Maintenance Data	Crash Data	Community
			
Current recorded traffic volumes and modelled 5-year growth.	Unscheduled maintenance tasks.	Recorded crash history.	Support from the community.

Public Lighting

Traffic Volumes

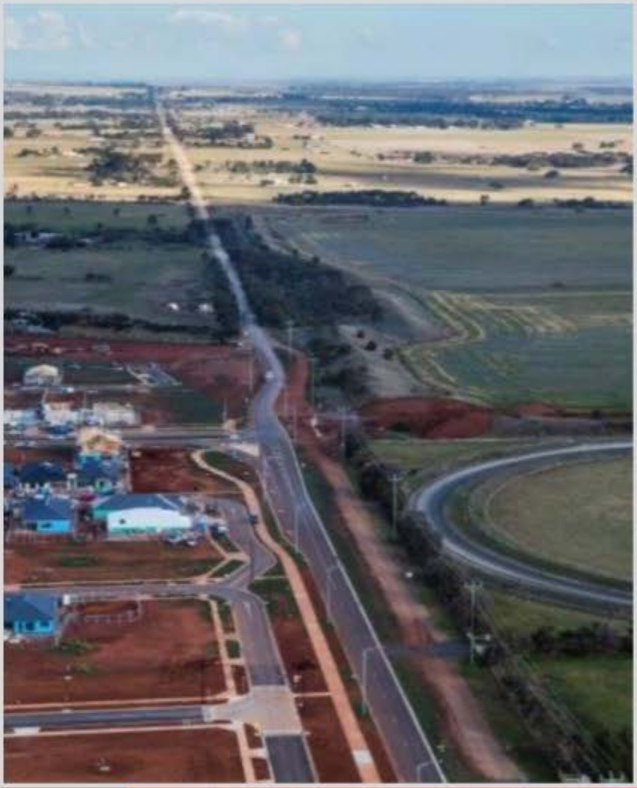
Current recorded traffic volumes and modelled 5-year growth.

Crash Data

Recorded crash history.



Gap Analysis



For our Growth Area roads, a gap analysis was undertaken to determine missing links in the urban road network and pedestrian and cyclist infrastructure. The gap analysis involved identifying the existing conditions in all areas identified in current or future Precinct Structure Plans within the Urban Growth Boundary.

Once the existing conditions were known, all current planning applications were reviewed to understand where existing gaps in the networks will be addressed by private developers as part of their upcoming subdivision works.

This provided Council with an understanding of where the key gaps remain in our network and will be used to inform policy and procedures to ensure we better manage out-of-sequence development and hold developers accountable for early delivery of urbanised roads and pedestrian and cyclist infrastructure to provide connections across our communities, not just within an isolated development site.

Community **Consultation**

After completing the technical analysis for RIGARUS, we engaged the community to understand their concerns and suggestions for our transport network.

Council provided an online interactive map for our community to place pins where they believed there was an issue or an opportunity for improvement. This online consultation can be found at https://conversations.melton.vic.gov.au/RIGARUS

The consultation had the highest participation rate of any engagement on Melton Conversations and was one of the highest participation rates of any clients using the social map tool.

Between the 22nd of April and the 20th of May 2024, over 600 contributions were received from our community regarding our Rural, Interface and Growth Area Road Upgrade Strategy.

Of these contributions:

- 184 were related to already committed or identified Council works in the 23/24 and draft 24/25 budget.
- 115 were related to arterial roads not managed by Council

Figure 5 shows a map of all submissions received as part of our community consultation.

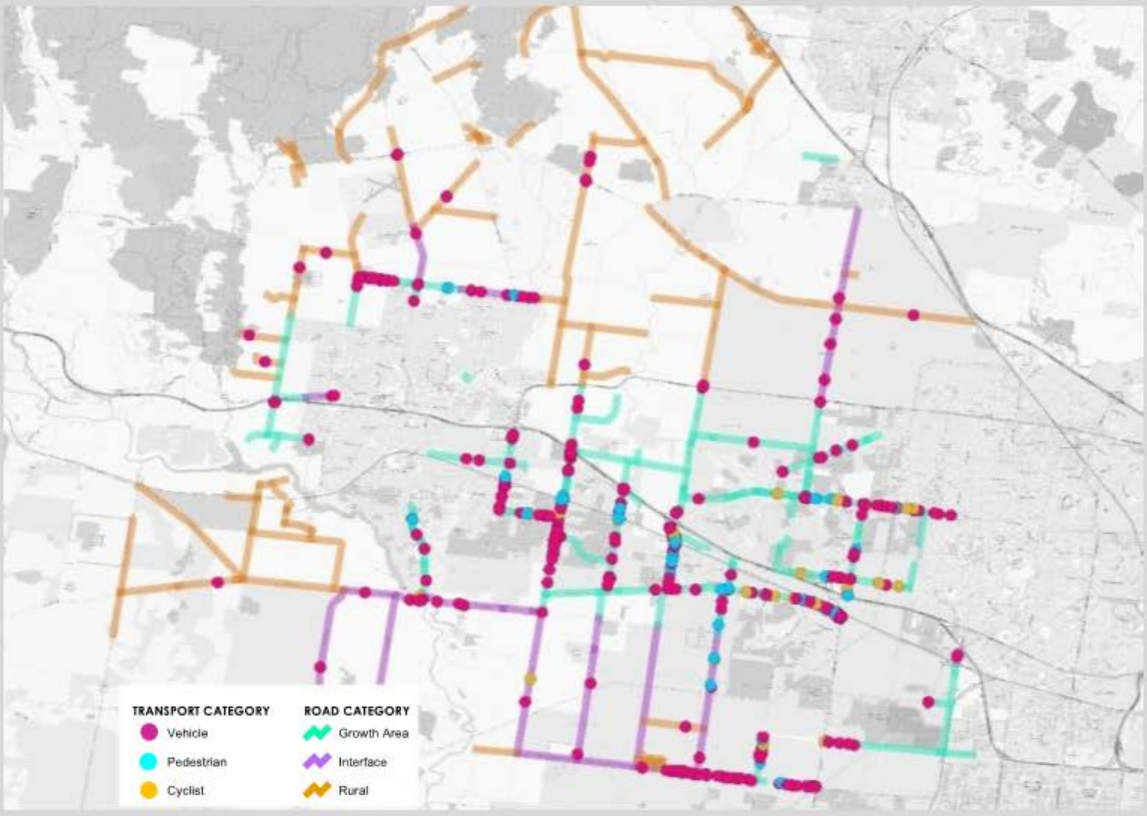


Figure 5: Community Contributions Map

Figure 6 and Figure 7 provide a summary of the feedback we received from our community based on road category and transport category.

Our community made it clear that many concerns are regarding Growth Area roads, in particular relating to vehicle infrastructure.

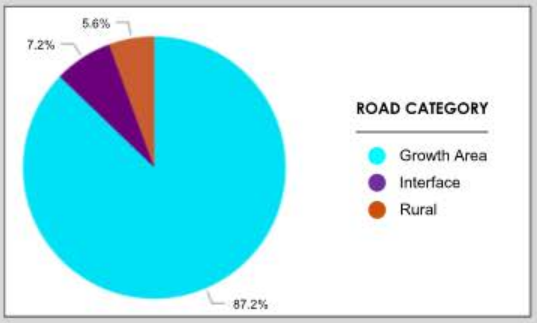


Figure 6: Road Category Feedback as % of Total Value

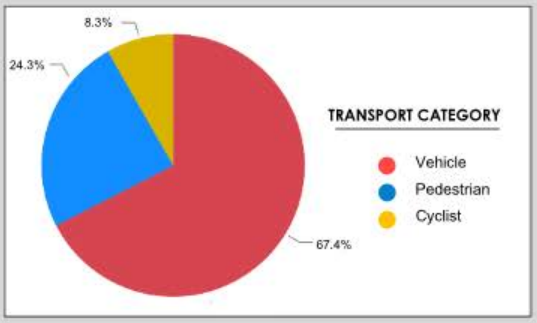


Figure 7: Transport Category Feedback as % of Total Value

The most frequently identified roads were within our growth areas, with Taylors Road, Leakes Road, Mount Cottrell Road, Paynes Road and Minns Road being identified the most. This shows a clear indication that our community is not satisfied with how developers are delivering transport infrastructure, and we need to ensure we hold them accountable to deliver the necessary infrastructure early to meet our community needs and expectations. Figure 8 highlights the locations of concern on Growth Area roads.



Figure 8: Community Contributions on Growth Area Roads

After reviewing the community feedback, Council has identified recurring issues or concerns raised and provides the below responses in Table 1 and Table 2.

Table 1: Summary of Community Concerns Regarding Vehicle Transport and Council Responses

Subject	Community Concern	Council Response
Arterial Road Infrastructure	Safety and capacity issues on arterial roads and intersections including Melton Highway, Western Highway and its interchanges, and Hopkins Road.	The Department of Transport and Planning (DTP) are responsible for the upgrade of arterial roads and intersections. Council is advocating for state government to deliver upgrades for our community. Visit Council's advocacy website at www.movingmelton.com.au
Railway Level Crossings	Safety, congestion, and lack of active transport connections.	The level crossings at Hopkins Road and Ferris Road are being removed by state government by 2026. Council continues to advocate for these roads to be duplicated as part of these works. Visit the Big Build website at https://bigbuild.vic.gov.au/projects/level-crossing-removal-project
Road concerns in growth areas	Maintenance concerns	Council will continue to maintain our road network in accordance with our Road Management Plan and ensure developers maintain roads affected by heavy vehicles as part of their development permits.
	Inadequate/ late delivery of necessary road infrastructure to match growing community needs	Council is currently reviewing policies and procedures when reviewing development applications and working with developers to ensure early delivery of road infrastructure extending beyond their development site.
Road concerns in rural and interface roads	Unsealed or narrow sealed roads not meeting community needs	RIGARUS has completed technical analysis and has reviewed community feedback to determine warrants and priority for road upgrades. Note, not all roads require sealing if the current conditions are considered appropriate for their rural environment.
Public Lighting	Poor or non-existent public lighting makes it harder to see when driving at night.	Developers will install street lighting as they urbanise growth area roads and RIGARUS has identified a strategy to deliver public lighting at intersections for our rural and interface roads.

Table 2: Summary of Community Concerns Regarding Active Transport and Council Responses

Subject	Community Concern	Council Response
Safety	• Narrow, unsealed, and congested roads are unsafe for pedestrians and cyclists to use. • Unsafe road crossings • Poor lighting makes paths unsafe at night	Council is working with developers to deliver walking and cycling paths, safer road crossings and public lighting in our growth areas to provide a safer pedestrian and cyclist network, not reliant on using roads and nature strips to travel.
Missing Paths	Some areas lack walking and cycling paths not connecting residential areas to train stations and other key points.	Council is delivering additional paths and road crossings to address gaps in our established areas as identified in the Pedestrian and Cyclist Plan. Developers are also delivering paths and crossings in growth areas as identified in the relevant Precinct Structure Plans.

Summary

The Rural, Interface, and Growth Area Road Upgrade Strategy (RIGARUS) represents a comprehensive review of our transport networks, extending beyond established areas to ensure our roads meet the evolving needs of our community.

Rural and Interface Roads
In our Rural and Interface roads, Council has created an action plan to achieve:

- sealing of unsealed roads,
- widening narrow rural seals,
- strengthening pavements,
- addressing drainage issues,
- providing public lighting at intersections and
- working with neighbouring Councils to upgrade boundary roads.

Growth Area Roads
Council has completed a gap analysis to:

- Identify of missing links in transport networks,
- Identify the need for improved processes and procedures to collaborate with developers to ensure early delivery of necessary infrastructure for all modes of transport in future development applications.

Arterial Road Improvements
Through community consultation, it was also raised that our arterial road networks need improvements, and Council will continue to advocate for these improvements through www.movingmelton.vic.gov.au and ongoing negotiations with state and federal governments.

Advocacy

Advocacy to State and Federal Government and neighbouring Councils to upgrade our arterial road network, public transport networks and boundary roads.

Action Plan

Analysis and delivery of upgrades to Council-managed roads.

Development Policy

Updated policies and procedures to collaborate with developers to ensure early delivery of works on our growth area roads in accordance with Precinct Structure Plans.





Figure 9: Council Road Improvement Advocacy Priorities for State Government Delivery

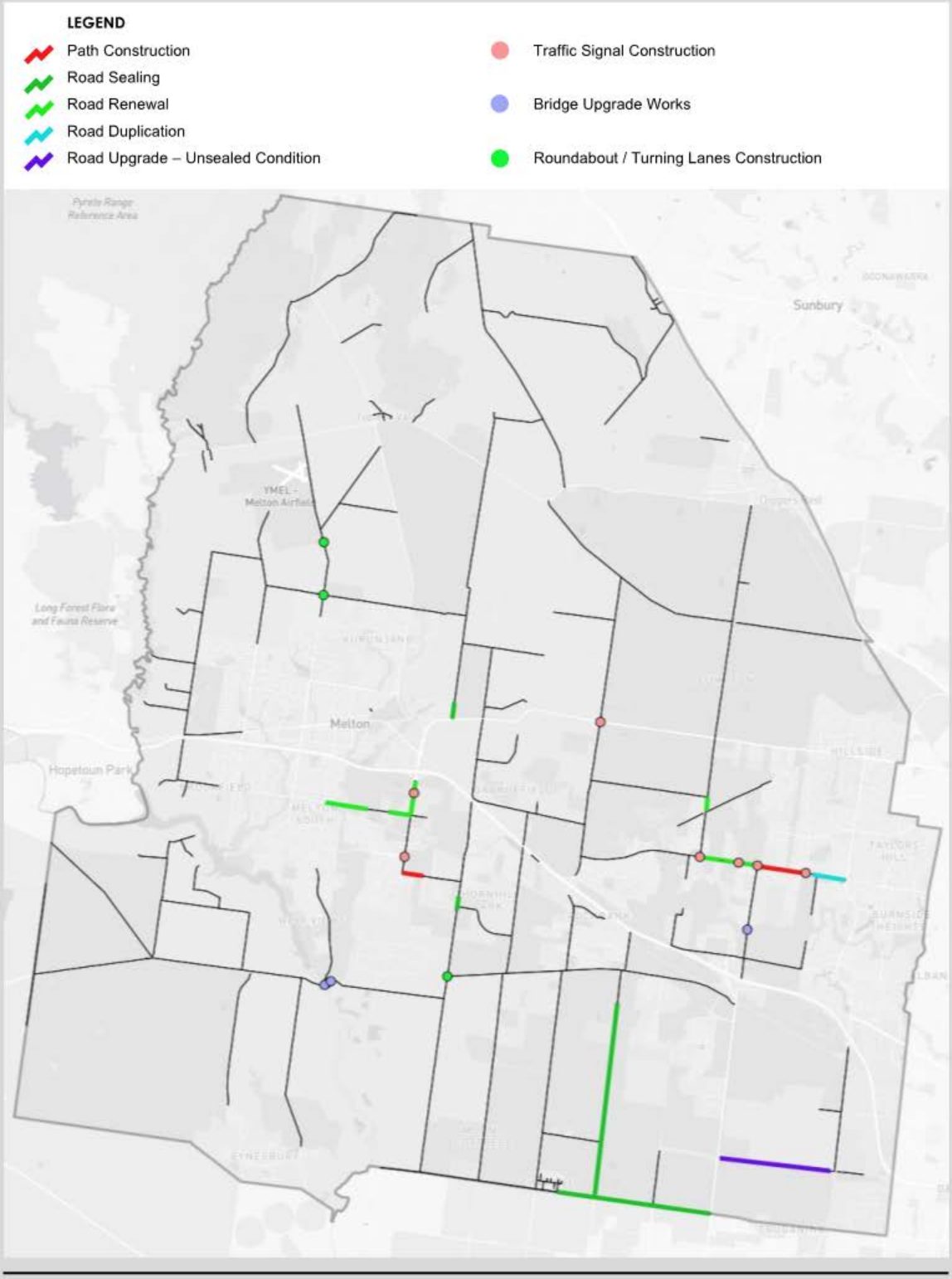


Figure 10: 2023/2024 and 2024/2025 Council Funded Road Upgrade Projects for RIGARUS Roads

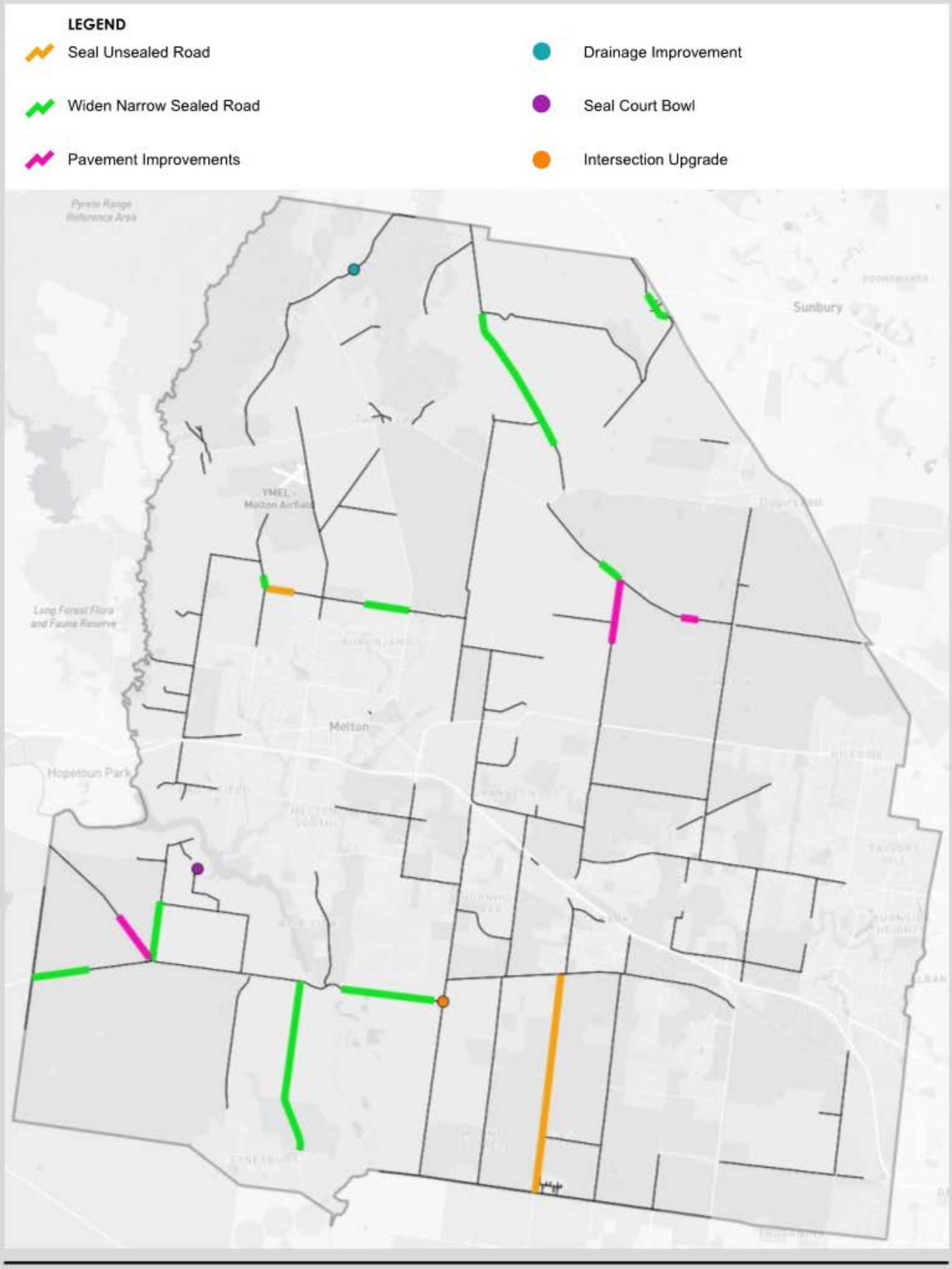


Figure 11: RIGARUS Project Priorities Identified for Delivery in Short to Medium Term

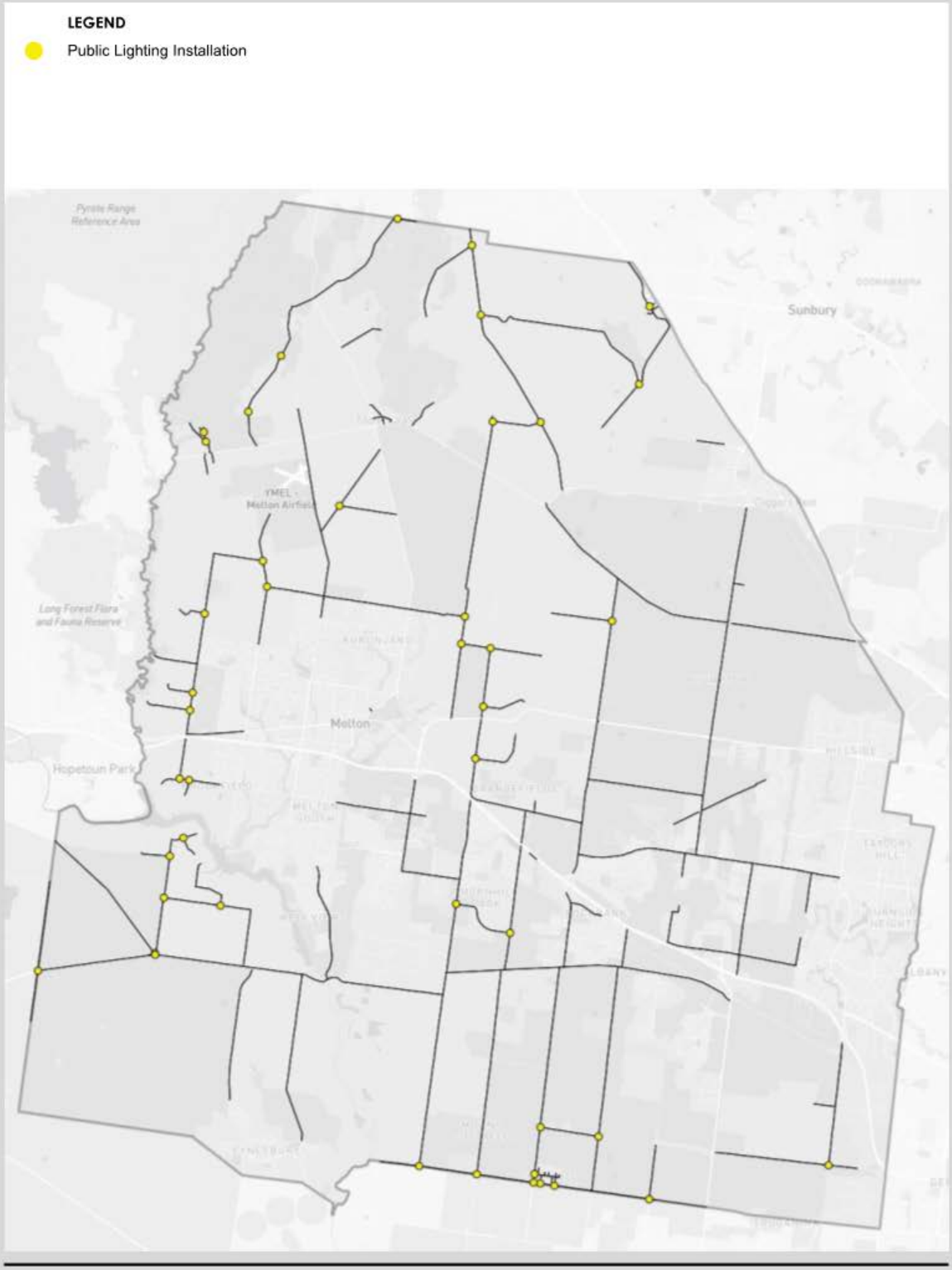


Figure 12: Public Lighting Priorities identified by RIGARUS

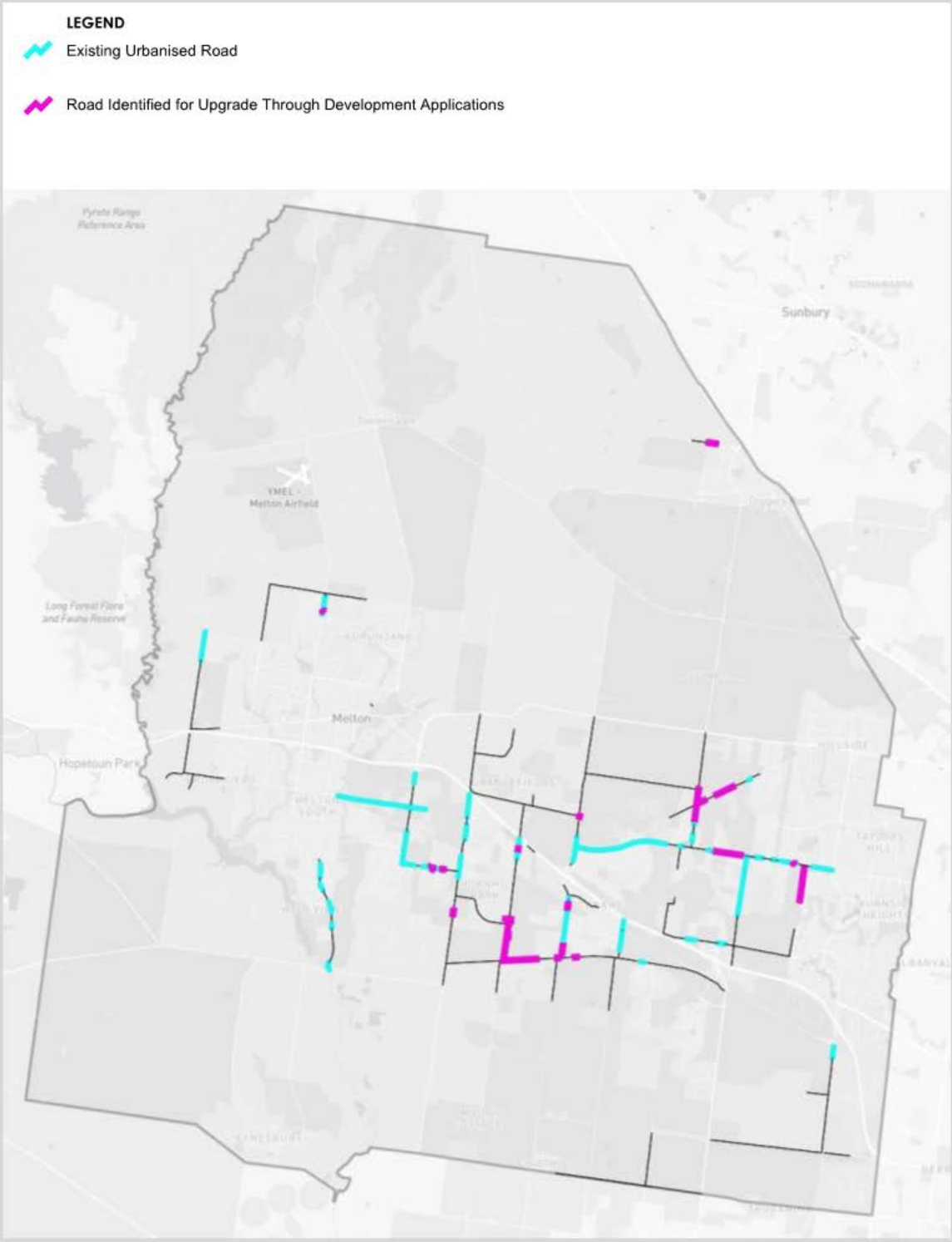


Figure 13: Projects Identified for Delivery in Current Planning Applications by Developers

CITY OF MELTON

Melton Civic Centre
232 High Street, Melton
T 9747 7200

Melton Library and Learning Hub
31 McKenzie Street, Melton
T 9747 7200

Caroline Springs Library and Learning Hub
193 Caroline Springs Boulevard
Caroline Springs
T 9747 7200

melton.vic.gov.au



12.8 DRAFT MELTON BOTANIC GARDEN MASTERPLAN

Author: Travis Conway - Manager City Strategy
Presenter: Sam Romaszko - Director City Futures

PURPOSE OF REPORT

To consider the Draft Melton Botanic Garden Masterplan and endorse the Masterplan for consultation.

RECOMMENDATION:

That Council endorse the Draft Melton Botanic Garden Masterplan, provided as **Appendix 1** to this report for consultation between 02 June and 27 June 2025.

REPORT

1. Executive Summary

The Melton Botanic Garden Masterplan was originally completed in 2009 and was adopted by Council at the Ordinary Council Meeting on 20 December 2010.

Since then, the development of the Botanic Garden as envisaged under the masterplan has progressed and is estimated to be 80% complete. The original 2009 masterplan is now 16 years old.

A review of the masterplan has commenced, with the review focusing on the ongoing development of the Garden as well as the maintenance requirements to ensure that the Garden is maintained to an appropriate standard.

An analysis of the implementation of the existing masterplan has now been completed. An updated draft masterplan based on this analysis has been prepared and is provided in **Appendix 1**.

2. Background/Issues

It is proposed to finalise the masterplan which will ultimately facilitate and guide future improvements to the Garden.

Revised masterplan recommendations

The masterplan review provides guidance and recommendations on future improvements including built infrastructure, garden beds, management arrangements, and tourism opportunities for the Melton Botanic Garden.

Melton Botanic Garden Visitor Centre

The draft Masterplan contemplates an opportunity to undertake the preparation of a Feasibility Study to consider an architect-designed visitor centre, located as per the image below.

The purpose of the Botanic Garden Centre would be to promote education, host events and seminars, provide a meeting venue for Melton community groups particularly environment groups such as the Friends Group, Eynesbury Environment Group, Melton Garden Club, Australian Plant Society (APS) Melton and Bacchus Marsh.

The centre would have the capacity to be leased or hired for special functions/seminars conducted by Council.



The development of a feasibility study for the Melton Botanic Garden Centre was recommended to determine the purpose, scale, users and future funding sources for the centre.

The feasibility study is estimated to cost $80,000 and would be subject to consideration as part of Council's annual budget deliberations.

It is anticipated that funding for construction of a centre of this type would be subject to external grant funding.

Garden Bed Development and Renewal

The revised masterplan recommends that the Friends Group continue the development and renewal of garden beds, and provision of access pathways between garden themes. It is recommended that the Friends Group also retain responsibility for directional and interpretive signage at key areas of the garden, with potential funding support from Council.

Many of the beds within the Garden will require ongoing refurbishment/renewal and there is opportunity to work with the Friends Group to implement a program of works.

Community Engagement and Tourism

Melton Botanic Garden is currently classified as a regional level passive open space that identifies a catchment of the entire City, together with residents from adjoining council areas such as Moorabool Shire, Hume City, Wyndham City, Brimbank City, Macedon Ranges Shire, and beyond. Recent surveys undertaken in relation to the Melton Weir Parklands Strategy showed that the Botanic Garden is a popular destination and widely appreciated.

The draft masterplan highlights the recreational and tourism value of botanic garden. The Melton Botanic Garden is the only one in Victoria that specialises in dryland climate plants. This provides a positive point of difference in relation to its marketability to visitors and residents, who may not be knowledgeable on plants that are suitable to the municipality's climate and soil conditions.

The Friends Group has highlighted the broader value of the Garden, however given the open space classification within the 2016-2026 Open Space Plan, it is recommended that the classification of the Garden remains as regionally significant. It is noted that Council's Open Space Plan is currently being updated.

Community Capacity Building

The revised masterplan has identified and outlined community benefits attributable to the proactive involvement of the Friends Group with local groups such as scouts, guides, schools, and individual community members in planting activities. The Friends Group offer a range of educational programs and education to groups from the Work for the Dole program, Centrelink and organisations managing people with disabilities.

There is an opportunity for the Friends Group to enhance the promotional and educational offering of the Garden. This includes plant procurement/sourcing and planting, conducting guided tours, welcoming visitors, promotion/marketing, networking, record keeping of botanic information and organising garden activities/events. The masterplan review report provides recommendations for the action of the Friends Group to help support enhancing these promotional and community development outcomes.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

3. A fast growing, innovative and well-planned City

3.1 A City of 20-minute neighbourhoods.

4. Financial Considerations

Funding associated with the implementation of actions within the Masterplan would be considered as part of Councils annual budget process.

As noted above, any potential Visitor Centre would be subject to external grant funding opportunities and would not be at a cost to Council.

5. Consultation/Public Submissions

5.1 Preliminary consultation

Consultation occurred with the FMBG Committee in 2024 of which the preliminary draft masterplan was presented for feedback.

In summary, the majority of the initial feedback related to the Vision and definition of the botanic garden and some comments in relation to the ongoing maintenance arrangements into the longer term.

FMBG Written Feedback

Other written feedback on the masterplan following the consultation session raised the following issues:

- Request for provision of staff to undertake Garden Development and Maintenance employed directly by Council to work in conjunction with the FMBG volunteers.
- A recruitment program to improve volunteer numbers was requested.
- Provision of adequate plant and equipment to support volunteers.

It is proposed that officers consider this feedback above as part of the upcoming community consultation activities. Through this process, the FMBG Committee and Members will have their feedback considered and responded to accordingly.

5.2 Upcoming consultation

Following this second consultation period, Council officers will review and consider submissions in the development of the final version of the Masterplan. Officers will then provide a final Masterplan for consideration to Council later in 2025.

6. Risk Analysis

If Council does not proceed with the recommendations, planned consultation will not occur and would significantly extend the completion date. This may also limit works to occur as they are all contingent on the adoption of the Masterplan.

7. Options

Council has the option to:

1. Endorse the Draft Melton Botanic Garden Masterplan for the purposes of community consultation.
2. Endorse the Draft Melton Botanic Garden Masterplan for community consultation with changes.
3. Defer consideration of the Draft Melton Botanic Garden Masterplan to enable further options to be considered prior to community consultation.

LIST OF APPENDICES

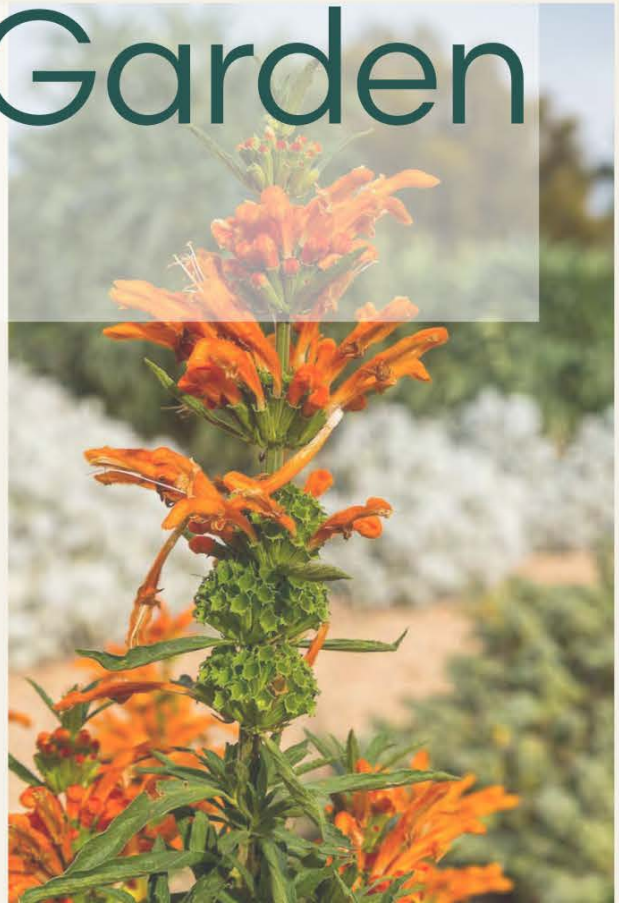
1. Draft Melton Botanic Garden Masterplan

Melton Botanic Garden

Master Plan Update

DRAFT REPORT April 2025

CITY OF MELTON



INTRODUCTION

Melton Botanic Garden is one of the key areas of passive open space within the municipality. The 'Botanic Garden' is approximately 26 hectares in size and is located to the east of the Melton town centre, between Lakewood Boulevard and Collins Road. Ryans Creek flows through the Garden and feeds the large waterbody, referred to as Darlingsford Lake, which is located in the south of the garden. The southern boundary of the garden is bounded by the Western Freeway.

The idea to create the Melton Botanic Garden was instigated by the local State MP and a group of Melton residents. The intention was to develop a botanic garden that would become a drawcard and education facility for both the local community and visitors from the surrounding region.

The Botanic Garden was officially gazetted in February 2011. In accordance with the Botanic Gardens of Australia and New Zealand Collections and Planning Toolkit (2005) the Melton Botanic Garden was proposed to align with the following definition; *"gardens open to the public, which grow plants for public enjoyment, scientific, horticultural, conservation, or educational purposes, and which have local, national or international roles".*

Town Centre Park was identified as the location for the future botanic garden and the Shire of Melton passed a motion at the Council Meeting of 24 October 2005 stating:

- Council supports the botanical gardens theme within the Town Centre Park subject to the Friends of Melton Botanic Garden (FMBG) group presenting to Council for approval a design and financial funding options available to sustain the initiative.
- Council officers continue discussions with the FMBG group in relation to future concept designs and dedicated space within Town Centre Park.

What the masterplan update does and does not do...

We are updating the existing the master plan. It is not a full-scale review involving re-evaluation of the master plan and production of a fully updated master plan. Our focus is on four main aspects:

- Reviewing the current master plan recommendations and identifying any deviations,
- Refining and evolving recommendations that could be more ambitious,
- Identifying recommendations that are considered to no longer be suitable, and
- Identifying gaps in master plan recommendations.

The updated Master Plan includes an updated high-level landscape plan representing the structure and functions of the Botanic Garden, as well as clear directions for what is intended, and actions to guide implementation.

For more complex areas of the Garden, such as the Garden Education Centre, additional detail may be shown or described to ensure that the planning intention is clear. Such recommendations will require more detailed planning and design as they progress toward implementation. These will be future projects and processes, some of which will have associated community engagement. The substantive recommendations of the current masterplan remain relevant and important and will be continued.

The masterplan does not:

- Identify maintenance responsibilities or standards of maintenance.
- Update the Memorandum of Understanding between the FMBG and Council

The process so far...

We have reviewed the existing master plan and various relevant plans, policies and strategies. We have also talked with relevant internal (Council) teams and visited and walked the Garden. This has informed a high level analysis and preliminary recommendations for the masterplan – as a draft for discussion.

A diagrammatic representation of the recommendations is provided in the following short report. We have identified the key recommendations of the current master plan that are supported to be carried forward and continued. Our aim is to prompt conversations about how the masterplan can guide the best possible outcomes for the Garden and the community that it serves.

Where to from here...

The review has been ongoing for some time and has involved the FMBG group as a key stakeholder of the Botanic Garden, having been the deliverer of the development of the gardens. The process from here will involve:

- Engagement with the broader community to understand their particular issues and needs and display of the illustrative masterplan.
- Request for submission from the public and stakeholders.
- Further masterplan revisions as appropriate in response to submissions .
- Referral to Council of the final updated masterplan.

LOCATION PLAN



MELTON BOTANIC GARDENS

STRATEGIC CONTEXT



01 Reserve Overview

Classification:	Botanic Garden
Hierarchy:	Regional Passive Recreation Open Space
Reserve area:	23 hectares

02 Existing Users

Formal activities:	Recording of plant collections in the Garden
	Garden tours
	Nursery
Informal activities:	Weddings
	Ceremonies
	Walking/running
	Playspace



03 Relevant strategic plans and policies

Melton Botanic Garden Masterplan

(Melton City Council, 2009)

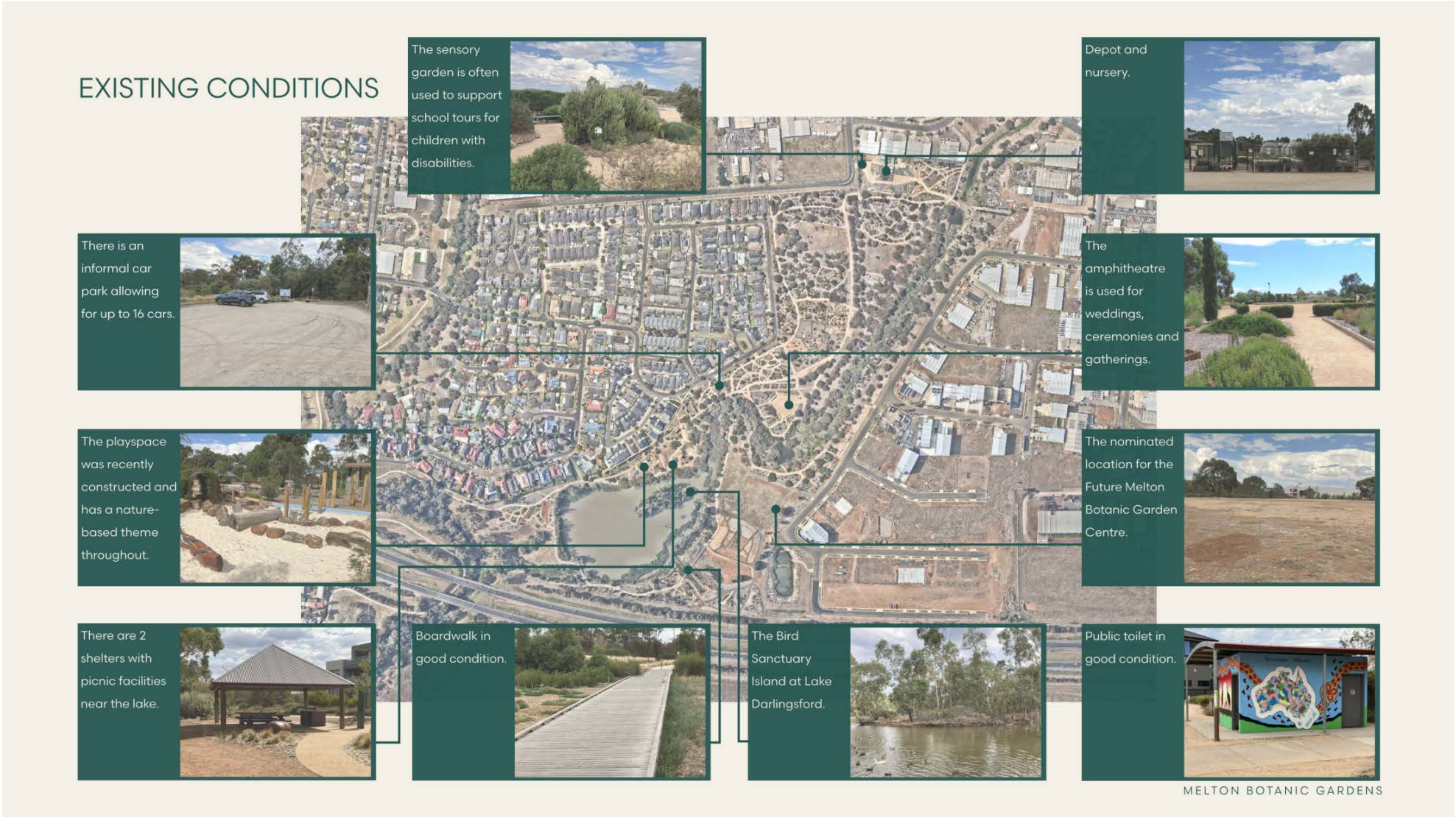


Open Space Plan 2016-2026

(Melton City Council, 2016)



MELTON BOTANIC GARDENS


EXISTING CONDITIONS
The sensory garden is often used to support school tours for children with disabilities.
Depot and nursery.
There is an informal car park allowing for up to 16 cars.
The amphitheatre is used for weddings, ceremonies and gatherings.
The playspace was recently constructed and has a nature-based theme throughout.
The nominated location for the Future Melton Botanic Garden Centre.
There are 2 shelters with picnic facilities near the lake.
Boardwalk in good condition.
The Bird Sanctuary Island at Lake Darlingsford.
Public toilet in good condition.
MELTON BOTANIC GARDENS

2009 MASTER PLAN
KEY ANALYSIS POINTS

1. **Primary Path Network**
The construction of the formal paths are now being referred to as the primary path network or the Botanic Trail.

2. **Secondary Path Network**
This Master Plan identified a range of informal path connections that delineated themed garden areas.

3. **Themed Gardens**
The FMBG has constructed a range of themed planting beds and spaces throughout the Garden. The extensive collection of plants in these areas require specialised management and horticultural knowledge.

4. **Public Toilets**
The public toilets were delivered in 2012 and are centrally located along the Botanic Trail. The toilets were used as a canvas for a mural depicting the Map of Indigenous Australia.

5. **Playspace**
The playspace was constructed in 2023 as a result of a successful grant application from the Growing Victoria's Botanic Garden fund. This was located near to the toilets and picnic area to create long stay social hub within the Garden.

6. **Darlingsford Lake**
The lake is the responsibility of Melbourne Water and has been routinely stocked with fish by Victorian Fisheries Authority. The development of the Melton Botanic Garden has resulted in a greater environmental focus on the lake and surrounds. Council is working with relevant authorities to reduce the reliance on the lake for fishing and is exploring alternative locations to support and promote such activities.

7. **Timber Boardwalk/ viewing deck**
The boardwalk and viewing deck has not yet been constructed.

8. **Melton Botanic Garden Centre**
The development of a business case for the Melton Botanic Garden Centre is required to determine the purpose, scale, users and funding of the centre. It is anticipated that the funding and operation of the centre will not be the responsibility of Council.

9. **Botanic Garden Centre Car Park**
The delivery and scale of the car park is linked to the Melton Botanic Garden Centre and may be delivered separately to address the car parking shortfall.

10. **Children's Garden**
The Children's Garden has not yet been delivered.

11. **Sculptural artwork**
Sculptural elements have been removed from the Master Plan based on Council's updated Public Art Policy

12. **Queen Elizabeth II Jubilee Plantation**
A federal government initiative provided funding to the FMBG to plant 500 trees, resulting in plating of an avenue of trees along the Collins Road. This was not included on the 2009 Masterplan.



MELTON BOTANIC GARDENS

UPDATED MASTER PLAN
KEY ELEMENTS

1. Construct boardwalk and viewing deck along the northern edge of Lake Darlingsford to further enhance the playspace and rest area for visitors.
2. Construct Children's Garden associated with the Melton Botanic Garden Centre in consultation with the FMBG.
3. Investigate car parking at the Garden Centre and Lake Darlingsford.

The following recommendations are not shown on the plan as final locations will be determined as part of detailed design.

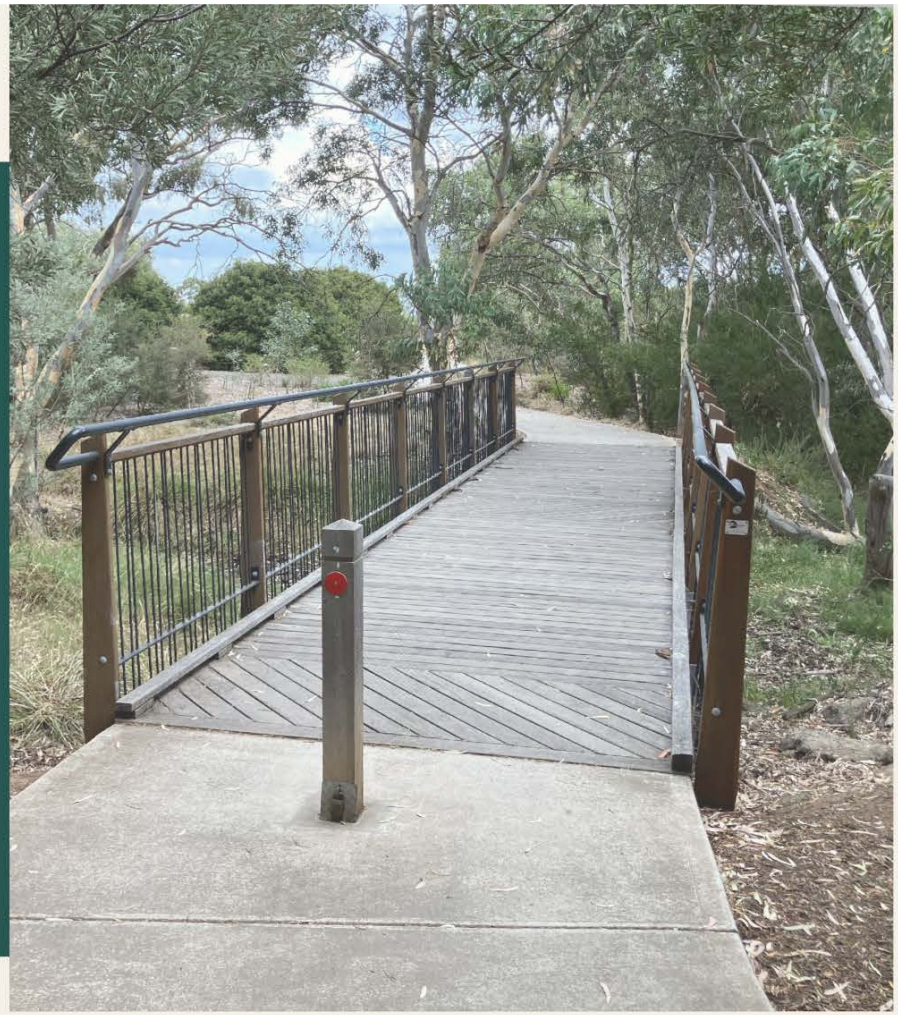
4. Submit the Botanic Garden Centre business case to Council's works program for inclusion.
5. Allocate funding for the review and implementation of the Melton Botanic Garden Signage Development Plan.
6. Undertake lighting assessment as part of Lighting Strategy.
7. Install seating approximately every 250m along the primary shared path.



MELTON BOTANIC GARDENS

SUPPORTING THE FRIENDS OF MELTON BOTANIC GARDEN GROUP

1. Continue to support the FMBG in their endeavour to develop the Garden in line with the updated Master Plan.
2. Review the Memorandum of Understanding to determine roles and responsibilities associated with the management, development, refurbishment, maintenance and operation of the Melton Botanic Garden in conjunction with the FMBG.
3. Support the FMBG in the management and recording of the extensive collection of plants throughout the Garden.



MELTON BOTANIC GARDENS

12.9 RESPONSE TO NOTICE OF MOTION 921 - EMERGENCY ACCOMMODATION

Author: Coral Crameri - Manager Community Care and Active Living
Presenter: Troy Scoble - Director City Life

PURPOSE OF REPORT

To respond to Notice of Motion 921 (Cr Shannon) to provide a report regarding availability of emergency accommodation options in the City of Melton, the existing role of providing homeless support services across all levels of Government and agencies, and any further opportunities identified.

RECOMMENDATION:

That: Council:

1. Note the information that is provided in this report
2. Continue to advocate to service providers and funding agencies to prioritise the provision of homelessness and housing support services within the City of Melton to ensure residents have accessible support options.
3. Continue to advocate to relevant State and Federal Government departments to increase investment in services and funding options aimed at supporting people experiencing homelessness within the municipality.
4. Continue to keep Council updated through briefings of Council the progress on the development of an Affordable Housing Policy that will guide and inform all Council decisions and actions relating to affordable housing options within the municipality.

REPORT

1. Executive Summary

At the Scheduled Meeting of Council dated 24 June 2024, Council resolved via Notice of Motion 921 raised by Council Shannon:

That Council request officers:

1. *provide a report to Council regarding accommodation services available in the City of Melton for people experiencing homelessness, including those with a pet or pets,*
2. *Outline the existing role of providing homeless support services including all levels of Government and supporting agencies,*
3. *Provide information regarding any opportunities identified through the report that require further feasibility analysis to be referred to the 2025/26 Council budget process.*

This report provides information addressing all three elements of this Notice of Motion and ensures that Council will remain committed to advocating for increased emergency accommodation and support services for residents in the City of Melton.

2. Background/Issues

At the Scheduled Meeting of Council dated 24 June 2024, Council resolved via Notice of Motion 921 to receive a report regarding availability of emergency accommodation options in the City of Melton, the existing role of providing homeless support services across all levels of Government and agencies, and any further opportunities identified.

Data provided by Salvation Army- Western Metro Homelessness Service, indicates there is an ongoing demand for people seeking housing/homelessness assistance within the City of Melton. The total presentations recorded are based on people who managed to secure an appointment and completed an assessment with the service. In addition, the total number only relates to 'Presenting Unit Heads', which is the primary person who spoke on behalf of themselves or their group or family. The actual total number of people seeking assistance would be significantly greater given 84 per cent of households in the City of Melton contained more than one person.

In 2022/23, there were 1078 recorded "presenting Unit Heads', in 2023/24 1292 and for the 6 months of 2024/25, 435. In addition, these figures do not necessarily reflect the true scale of demand for housing/homelessness assistance. The Salvation Army reported they turn away an average of 350 households a year (within the City of Melton) due to insufficient appointments and limited staffing resources.

Existing Emergency / Crisis Accommodation Services in the City of Melton

The Salvation Army Western Metro Homelessness Service provides support to access emergency/crisis accommodation for people who are experiencing homelessness. Below is a list of accommodation providers that the service utilises. Not all are in the City of Melton; however, all are available to access by residents in the City of Melton and alternatives are located within an hour's drive of the City of Melton:

- Melton Motor Inn (located in Melton, accept pets)
- Lakeside Prestige Motel (located in Taylors Lakes, women and children only)
- Keilor Motor Inn (located in Keilor, does not accept pets)
- Avenue Motel (located in Bacchus Marsh, accept small pets)
- 2 rooming houses (located in Melton, one of these accepts pets)

Given 3 of the 5 facilities are located outside the City of Melton, this places additional financial strain on the individuals/families that require access. It also increases their risk of being disconnected to local essential services (such as allied health, education, employment, etc), and community life.

McAuley Community Services for Women delivers a Family Violence refuge in the City of Melton that provides secure accommodation and on-site support services to 20 women and children experiencing family violence.

Existing role in providing homeless support services across all levels of government and non-governmental organisations

Homelessness policy, funding and programs are delivered across all three tiers of government, and through considerable service offerings from the not-for-profit sector (largely funded by government). Although the primary responsibility and resource allocation lies with State and Federal governments, local governments do engage daily with people who are homeless, sleeping rough, or at risk, and many Councils have developed local initiatives to address and support those that are experiencing homelessness.

Legislatively, local governments operate within a framework defined by acts such as the Local Government Act 2020 and The Public Health and Wellbeing Act 2008 in Victoria. This legislation provides a mandate for Councils to improve community health and wellbeing, which guides Council's preventative approach and supports those experiencing homelessness.

The table below provides a summary of the general role of each tier of government in the homelessness sector.

Entities	Roles and responsibilities
Federal Government	Primarily funds homelessness services and housing support through the National Agreement on Social Housing and Homelessness (NASHH). This is an agreement highlighting funding contributions between the Commonwealth and State and Territory Governments to have joint responsibility in preventing and addressing homelessness and improving social housing. Provides Commonwealth Rent Assistance (a supplementary payment to people on low incomes in the rental market paid via Centrelink).
State Government (Victoria)	Provides funding (which matches the Federal Government homelessness funding contributions) to support the effective operation of the state's social housing and homelessness service sectors. Lead the design, development and delivery of housing and homelessness programs, policies and initiatives across the state. Develop State strategy and action plan relating to addressing homelessness and affordable housing. i.e. Victorian Homelessness and Rough Sleeping Action Plan (2018), Homes for Victorians (2017), Plan Melbourne (2017-2025). Approve planning scheme amendments and control Victoria's Planning Provisions.
Local Government	Statutory and social responsibility for planning for their local community. Support social and affordable housing outcomes by developing and implementing local planning schemes and designing policies that respond to local homelessness and housing issues. Partnerships with, and/or funding of, outreach services for example, City of Melbourne's Assertive Outreach initiative. Delivery of council programs and services to address and support homelessness, such as Council's Reconnect program and Transitional Support and Case Management Support. Facilitating networks for the homelessness services industry. Advocacy to all levels of government for service or funding response to support homelessness initiatives and partnerships in specific municipalities. Strategies to support the advocacy to State and Federal Governments for an increase in short and long-term affordable housing options for the homeless. A small number of Councils leverage land holdings to increase supply of dwellings to low-income households, including persons who may be exiting homelessness.

Non-governmental organisations (NGOs) / Agencies	Deliver specific programs and initiatives to support people experiencing or at-risk of homelessness. Receive funding from State and/or Federal government (under the NASHH) to deliver services. Some programs and initiative might receive philanthropic funding through partnerships.

The Victorian Homelessness Service System

The Victorian Homelessness Service System is organised under the Opening Doors Framework (ODF) and funded by the State Government through the Department of Family, Fairness and Housing (DFFH). The ODF is designed to provide an integrated and coordinated response for consumers by having a limited number of key Access Points into the homelessness system. The purpose of each Access Point is to provide a triage response and referral to housing/homelessness support services. These support services provide case-management supports to assist people to retain or access stable long-term housing options and to assist with addressing any issues that have contributed to them becoming homeless or at risk of homelessness.

City of Melton context

The Salvation Army is funded as the Access Point across City of Melton and City of Brimbank. However, the service currently does not have a physical presence in the City of Melton and is delivering the service remotely via telephone or from their office location in Sunshine. The service is in ongoing discussion with DFFH to explore funding opportunities to enable them to deliver the service from a location within our municipality.

There are very limited housing/homelessness support services that operate from within the City of Melton. Organisations such as Melbourne City Mission, Good Shepherd and The Salvation Army are funded to provide supports across Brimbank and Melton LGAs, however, given they are based in the City of Brimbank, majority of their service responses are provided to the Brimbank community. Hope Street Youth Services provide youth support in Melton, however, are mainly philanthropically funded.

Melton City Council's role

Melton City Council is unique amongst Local Governments as we are the only Council across Victoria that delivers a DFFH-funded homelessness support service (which enables us to provide a localised response to our community).

Council also own and manage 15 residential properties (through a service agreement with Department of Housing) that are utilised as Affordable Housing for our community who are at risk of or experiencing homelessness. Council is responsible for all aspects of tenancy management and provision of support to the tenants of these properties.

In addition, Council also delivers the Reconnect Program, which is a Commonwealth-funded early intervention and prevention program for young people aged 12 to 18 years who are homeless or at risk of homelessness, and their families.

Opportunities identified that would require further feasibility analysis

In 2019, Council engaged an external consultant, Affordable Development Outcomes to prepare an 'Affordable Housing and Homelessness Research Paper' with the aim to provide Council with an in-depth understanding of Affordable Housing supply and demand, the nature and extent of homelessness, and levels and types of homelessness service responses across its municipality.

A large majority of recommended actions identified have been completed and/ or ongoing, these actions and further work in the actions yet to be delivered will further equip Council with the knowledge of potential responses and actions it could take to assist in addressing the identified needs of the community. Officers will continue to ensure Council has required information to reflect the current state of emergency accommodation services within the municipality to enable future informed decisions to be made.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

1. A safe City that is socially and culturally connected

1.4 A City that promotes positive public health and wellbeing outcomes to our community.

4. Financial Considerations

There is no financial commitment from Council associated with this report.

5. Consultation/Public Submissions

Consultation with Salvation Army Western Metro Homelessness Service in relation to details on Emergency Crisis Accommodation Services available for people who are experiencing homelessness in the City of Melton.

6. Risk Analysis

Nil

7. Options

Council has the option to:

1. Endorse the Officer recommendations as presented in this report.
2. Not proceed with the recommendation as presented.

LIST OF APPENDICES

Nil

12.10 RESPONSE TO NOTICE OF MOTION 953 (CR SHANNON) - SNAKE SIGNAGE

Author: Phil Lovelace - Manager Community Safety
Presenter: Neil Whiteside - Director City Delivery

PURPOSE OF REPORT

To respond to Notice of Motion 953 (Cr Shannon) – Snake Signage moved at the Council Meeting on 24 February 2025.

RECOMMENDATION:

That Council:

1. Note the Report.
2. Approves the installation of snake warning signs at identified high-risk locations, noting signage to be funded through the parks/open space signage budget allocation with an additional allocation of $10,000 proposed in the 2025/26 Budget to fast track sign installation.
3. Note that Council officers will continue to monitor snake activity in other parks/reserves across the City of Melton and assess whether signs are required.
4. Note that Council officers will review and update the information provided on Council's website in relation to snakes to raise awareness about snake safety.

REPORT

1. Executive Summary

At the Council Meeting on 24 February 2025 Notice of Motion 953 (Cr Shannon) – Snake Signage was considered and Council resolved to request Council officers provide a report to Council on snake awareness signage in Council's parks/open space areas.

In response to Council's resolution, Council officers have reviewed current practices relating to snake awareness signage and provided details, including recommended priority sites to be considered for permanent snake awareness signage, indicative costs of signs and an example of a proposed permanent snake awareness sign.

2. Background/Issues

2.1 Background

At the Council Meeting on 24 February 2025 Cr Shannon moved Notice of Motion 953 – Snake Signage and Council resolved as follows:

That Council request officers provide a report to Council outlining options, costings, and timing in relation to:

1. An audit on whether the City of Melton's creeks, reserves and other areas known to frequently have snakes, provide adequate signage to the public on what to do if a snake is sighted.

2. *Placing signs at areas that are lacking appropriate signage, including a QR code that gives relevant information on what to do if a snake is sighted, or if a person or pet is bitten by a snake.*

3. *Updating all existing signage with the information QR code to include other languages.*

2.2 Issues

Snakes, such as Brown, Tiger and Red-bellied Black Snakes, become active in Spring through to Autumn, and seek warm places such as footpaths, driveways and areas around creeks, bush and wetlands during these warmer months. The majority of snakes in Victoria are venomous, and a bite can lead to serious illness, or even death, if left untreated.

Snakes are shy and normally try and avoid people. They may become defensive or aggressive if they are surprised, disturbed or feel threatened, so it's important to leave snakes alone.

Snakes are protected under the *Wildlife Act 1975*.

Current Practice:

Private Property

Council currently offers a no-charge snake removal program for all residents (and schools) if they have a snake on their property. Council engages a professional snake catcher to respond directly to residents to catch and relocate snakes. Currently in 2024/25 (up to the end of April 2025), Council has received 612 call outs for snakes on private property with Council's contractor removing 428 snakes.

Council Land

If a snake is reported by a member of the public in a reserve, a snake catcher is deployed and Council's Parks contractors erect temporary corflute snake warning signs at the location. Since 2022, there has been 131 snake sightings at various reserves throughout the municipality.

The highest number of snake sightings are at the following locations:

- Kororoit Creek Reserve North – 15
- Stony Hill Creek Linear Reserve - 5
- James Melrose Drive Screen Reserve – 5
- Botanica Springs Linear Reserve - 4
- Arnolds Creek Linear Reserve – 4
- Bridge Rd Recreation Reserve - 4
- Scarlet Oak Pipeline Reserve – 3

Due to the number snake sightings at the above locations, these could be considered as high-risk locations.

Snake Signage

Currently Council only installs temporary snake warning signage when a report of a snake has been received in Council parks/open space areas. To date no permanent snake signage has been installed in Council parks/open space areas in relation to snakes.

Given the number of parks and open space areas across the City it would not be feasible or cost effective to install snake signage at all parks / open space areas and therefore it is consider that in the first instance Council should target high-risk sites that have a history of snake sightings as detailed above.

The cost to install snake warning signs is approximately $600 (with a pole) and $350 for the sign only (fit to existing pole).

It is considered the sign should contain information on:

- General snake information
- What to do if you see a snake, and
- What to do if a person is bitten by a snake

The sign would also include a QR code which would provide a link to Council's web page with more information, including information in other languages.

According to Council records, there are approximately 30 established signs in the high-risk sites identified above which could accommodate an additional sign and 10 locations that require a pole and sign.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

1. A safe City that is socially and culturally connected

1.4 A City that promotes positive public health and wellbeing outcomes to our community.

4. Financial Considerations

It is estimated 40 signs (10 requiring a pole) would be required within the high-risk locations therefore the total estimated cost would be $16,500.

The current operational budget allocation for parks/open space signage is $10,000, noting it is considered an additional amount of $10,000 would be required in 2025/26 to install all 40 signs in 2025/26 or alternatively the installation of signs could be staged over two financial years.

5. Consultation/Public Submissions

No consultation is required at this time however Officers will develop and implement a Snake Awareness Communications Plan for the 2025/26 summer period.

6. Risk Analysis

Snakes are a native animal and protected under the under the *Wildlife Act 1975.* It is considered increasing snake awareness in the community, including providing information on what to do if you sight a snake or are bitten by a snake, is an appropriate risk mitigation strategy.

7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Seek further information from Council officers.

LIST OF APPENDICES

Nil.

12.11 NOMINATION OF ADVISORY COMMITTEE MEMBERS

Author: Vanja Zdjelar - Governance Officer
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To seek Council approval for the appointment of nominated community and organisational representatives to five (5) of Council's Advisory Committees, and to seek endorsement for the re-appointment of community and organisational representatives to one (1) of Council's Advisory Committees.

RECOMMENDATION:

That Council:

1. Approve the nominated representatives for membership on the following Advisory Committees, as outlined in **Appendices 1-5** to this report:
   a) Arts and Culture Advisory Committee
   b) Disability Advisory Committee
   c) Preventing Family Violence Advisory Committee
   d) Safe City Advisory Committee
   e) Youth Advisory Committee
2. Endorse the re-appointment of members of the Intercultural Advisory Committee, as outlined in **Appendix 6** to this report.

REPORT

1. Executive Summary

In accordance with the *Local Government Act 2020,* Council may establish Advisory Committees to support informed decision-making. While these committees do not hold formal decision-making powers, they serve a vital advisory function to Council. Governance for these committees is typically provided through a Terms of Reference, with the Audit and Risk Committee governed separately by a Charter. On 24 March 2025, Council approved revised Terms of Reference for 12 of its Advisory Committees. Expressions of interest for vacant community and organisational representative positions opened on 31 March 2025 and closed on 21 April 2025, focussing on Committees with expiring member terms.

2. Background/Issues

On 24 March 2025, Council approved the updated Terms of Reference template for Advisory Committees. A key change introduced through this update was the standardisation of appointment terms for community and organisational representatives, approximately aligning their duration with the Council term.

This timeframe accounts for the local government election period and the subsequent re-establishment of Advisory Committees at the beginning of each new Council term.

The Youth Advisory Committee remains an exception, due to the specific needs of its younger demographic, with members appointed for a term of two years.

Following the adoption of the updated Terms of Reference, expressions of interest (EOIs) were sought for membership on the following Advisory Committees, where previous terms had concluded:

- Arts and Culture Advisory Committee
- Disability Advisory Committee
- Heritage Advisory Committee
- Melton Weir Advisory Committee
- Preventing Family Violence Advisory Committee
- Safe City Advisory Committee
- Youth Advisory Committee

The EOI was promoted for three weeks via Council's website and the Melton and Moorabool Star Weekly to ensure broad community reach, as well as through Council's social media channels.

In line with the revised Terms of Reference, once the EOI period closed, applications were assessed by panels comprising Council officers with relevant subject matter expertise. In some instances, panels also included an independent member. Membership recommendations were developed based on the appointment terms outlined in the Terms of Reference, as well as committee-specific evaluation criteria. Full assessment details are provided in **Appendices 1-5** of this report.

All community and organisational representatives nominated for appointment have undergone this formal evaluation process. The only exception is the Intercultural Advisory Committee, whose members' terms had not expired and who only held two meetings in late 2024. As such, it is proposed that Council reappoint the existing members of this Committee. All current members have been notified and have confirmed their willingness to continue should Council approve the reappointment.

It is worth noting that EOIs for organisational representatives were conducted separately by the responsible officers overseeing each Committee. This process ensured alignment with existing committee-specific requirements.

It is noted that the Preventing Family Violence Advisory Committee is composed solely of organisational representatives. In consideration that only two meetings took place in 2024, the selection panel consulted with the 2024 organisational members to confirm their intention to continue, if re-appointed. All 2024 members expressed their desire to remain on the Committee, however, one position became vacant due to the organisation becoming insolvent. A targeted stakeholder engagement approach was subsequently undertaken to fill this vacancy.

One matter arising from the EOI process was the limited EOIs received for the Melton Weir Advisory Committee and the Heritage Advisory Committee, which did not receive the expected number of applications. It is therefore proposed that a more targeted re-advertising campaign be undertaken for these two Committees, with member appointment recommendations to be brought to Council for approval in June 2025.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

   6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

There is no additional cost related to this report and recommendations. The recurrent budget accommodates the financial requirements to administer these Advisory Committees.

5. Consultation/Public Submissions

To ensure a broad and inclusive recruitment process, expressions of interest for Advisory Committee membership were promoted through multiple channels. The EOI was advertised on Council's website for a period of three weeks and featured in the Melton and Moorabool Star Weekly newspaper across two consecutive weeks. In addition, Council utilised its official social media platforms to further extend the community and organisational reach.

Advisory committee officer representatives also played a key role in promoting the EOIs, distributing EOI forms and links through their professional networks, relevant community organisations, and local service providers. This targeted outreach supported broader community engagement and encouraged diverse representation across the committees.

6. Risk Analysis

The key risk associated with the Advisory Committee EOI process was the potential for insufficient community and organisational representation, which could impact the Committee operations. This risk occurred in the case of the Melton Weir Advisory Committee and the Heritage Advisory Committee, both of which received fewer EOIs than anticipated. To mitigate this, a targeted re-advertising approach will be undertaken to encourage further applications, with appointments to be presented to Council in June 2025.

A robust and standardised EOI process was undertaken to mitigate any risk of lack of transparency or fairness, with the assessment process including the selection criteria as outlined in the revised Terms of References. Evaluation panels, comprising subject matter experts and, in some cases, independent representatives, ensured an objective and merit-based selection process.

No additional significant risks have been identified. Continued monitoring will support the successful formation and operation of all Advisory Committees.

7. Options

Council may:

1. Approve the recommended community and organisation applicants for membership, as outlined in **Appendices 1-5** to this report, and re-appoint membership for the Intercultural Advisory Committee.
2. Not approve the recommended community and organisation applicants for membership and re-appointment, which will require officers to coordinate a further round of expressions of interest to recommend appointments of community and organisational representatives.

LIST OF APPENDICES

1. Arts and Culture Advisory Committee - Nominations - **CONFIDENTIAL**
2. Disability Advisory Committee - Nominations - **CONFIDENTIAL**
3. Preventing Family Violence Advisory Committee - Nomination and Re-appointment - **CONFIDENTIAL**
4. Safe City Advisory Committee - Nominations - **CONFIDENTIAL**
5. Youth Advisory Committee - Nominations - **CONFIDENTIAL**
6. Intercultural Advisory Committee - Re-appointment - **CONFIDENTIAL**

12.12 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Vanja Zdjelar - Governance Officer
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.

RECOMMENDATION:

That Council receive the minutes of the Policy Review Panel meeting held 1 May 2025, provided as **Appendix 1** to this report, and adopt the recommendations arising within the Minutes.

REPORT

1. Executive Summary

Whilst not mentioned in the *Local Government Act 2020* (2020 Act), Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

The minutes of the Advisory Committee attached to this report form the written record of the committee meeting, including any matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council for its consideration.

2. Background/Issues

An Advisory Committee is a committee established by Council to provide advice to it or its delegate. Whilst not mentioned in the 2020 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

All Advisory Committees are subject to their individual Terms of Reference. The membership varies depending upon the committee's specific role. Committee membership will generally comprise a Councillor(s), council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The Councillor representation on Advisory Committees for the 2024/25 municipal year was approved by Council at its Scheduled Meetings on 25 November and 16 December 2024.

The minutes of the following Advisory Committee, attached to this report, form the written record of the committee meeting detailing matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council.

Appendix	Advisory Committee	Meeting Date
1.	Policy Review Panel	1 May 2025

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

Advisory Committees are not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council. Operational expenses and administrative actions arising from an Advisory Committee meeting are accommodated within Council's recurrent budgets, unless otherwise requested within the minutes of the meeting and detailed in a recommendation to Council for consideration.

5. Consultation/Public Submissions

Advisory Committees are one method of Council consulting and communicating with the community. Such a committee may be established to provide strategic level input into a broad area of Council operations, such as community safety or arts and culture. An Advisory Committee may also be established for a specific time-limited project, such as a review of a Local Law.

6. Risk Analysis

With a mandatory responsibility to report to Council and being restricted to making recommendations for Council consideration, risks attached to Advisory Committee actions are substantially mitigated.

It is prudent for Council to carefully consider any and all recommendations arising from Advisory Committee minutes, as Advisory Committees may canvass significant issues and significant expenditure in their deliberations.

7. Options

Advisory Committees are a Committee of Council, therefore Council has the discretion to accept, reject, amend, or seek further information on the Committee minutes and/or recommendations.

LIST OF APPENDICES

1. Policy Review Panel Minutes - 1 May 2025

MELTON CITY COUNCIL

Minutes of the Policy Review Panel Meeting of the Melton City Council

1 May 2025

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MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL
HELD VIA MICROSOFT TEAMS ON
1 MAY 2025 AT 9:30 AM

Present:	Cr Carli (Chair)	
	Cr Majdlik	
	Cr Shannon	
	Cr Ramsey	
In Attendance:	R Wai	Chief Executive Officer
	E Keogh	Head of Governance
	R Hodgson	Manager Governance
	P Leersen	Director Organisational Performance
	S Ahmed	Cloud Infrastructure & Network Specialist

1. WELCOME

The Chair, Cr Carli, opened the meeting at 9:37am and welcomed the Panel Members.

2. APOLOGIES

Nil.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Cr Shannon joined the meeting at 9:38am.

Nil.

4. MINUTES OF PREVIOUS MEETINGS

The Policy Review Panel noted the Minutes of the Policy Review Panel meeting held on 13 March 2025 and adopted by Council at its Scheduled Meeting held on 24 March 2025.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

6. PRESENTATION OF STAFF REPORTS

Council's Director Organisational Performance, P. Leersen and Cloud Infrastructure & Network Specialist, S. Ahmed joined the meeting at 9:39am.

6.1 PUBLIC INTERNET AND WIFI POLICY

Responsible Officer:	**Peter Leersen - Director Organisational Performance**
Document Author:	**Ajay Ravindran - Chief Information Officer**
Date Prepared:	**24 March 2025**

Motion

Crs Majdlik/Ramsey.

That the Policy Review Panel recommend Council approve the reviewed Public Internet and WIFI Policy, provided as **Appendix 2** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

The existing Public Internet Policy was previously managed by the Advocacy and Government Relations team and has not been updated since 2017.

Over the past seven (7) years, significant changes have occurred in privacy regulations, information management practices, and security standards.

Recognising these were issues relating to technology and needed addressing. IT was assigned ownership of the policy in July 2024.

Since then, IT has collaborated with key business groups to undertake a comprehensive review of the existing policy and rewrite it to align with current best practices and regulatory requirements.

Information Technology has now updated Council's Public Internet Policy (v2.0 2017) and renamed it the Public Internet and Wi-Fi Policy.

This Public Internet and Wi-Fi Access Policy establishes guidelines for the responsible and transparent governance of Public Internet and Wi-Fi services across Council facilities. It includes privacy protections, data security measures, and compliance with relevant laws and regulations. It also serves as a guide to facilitate equitable access to information and opportunities.

Council's internet/public WIFI is made use of at a range of Council facilities including Council libraries where community members including students can access free WIFI for learning, research and personal development.

It provides the IT team with the authority to monitor user activity and sessions at Council facilities to ensure that inappropriate content or restricted sites are not accessed.

The Public Internet and WIFI policy:

- outlines the principles for managing internet and public Wi-Fi services in an ethical and open manner.
- includes information about user responsibilities, technical assistance, risk management, children's access, filtering, access, and identification methods.
- focuses on privacy protection, legal compliance, and data security.

1.2 Consultation

As a key stakeholder Council's Manager Libraries and Arts provided feedback on the draft policy.

Council's IT Workplace Service Lead, Infrastructure and Network Specialist Lead, Information Security Officer have also provided input.

The new Internet and WIFI policy has also been approved by the Enterprise Design Authority (EDA) team.

The Policy was also reviewed by the Governance team for correct template use, uniformity of related documents, appropriateness of language for the purposes of the policy and alignment of document link and document title.

The Internet and WIFI Policy has been approved by the Executive Leadership Team.

2. Key Changes to the Policy

The key changes to the existing policy are as follows:

- Document headings have changed to reflect current template and new content.
- Application and Scope: Scope statement has been updated to ensure the policy is relevant and applicable and improves its effectiveness and relevance. The heading has also been updated to reflect the network and portable devices the policy applies to.
- New sections have been included:
  - **Risk management (3.1).** This section reflects current Information Technology infrastructure and security risks in relation to data and information. It acknowledges that providing access to Public Internet and WIFI at Council sites entails certain technology risks
  - **Filtering (3.2).** This section has been added to comply with Council's Child Safety Policy and states that to mitigate exposure to material such as hate speech, hacking, pornography, and illegal downloads, Council uses content filtering, which restricts access to such material. This is an ongoing process in order to capture and block inappropriate online content.
  - **Access and Identification Methods (3.3)** states what Council may do:
    - register and administer the user and collect personal information.
    - Monitor of user activity and session times around Council facilities.
    - Collect aggregated, non-personal data relating to usage patterns of public wireless networks.
    - Share user data with other levels of government and law enforcement agencies when required by law.

    Access to public computers and Internet services at Council libraries are open to individuals who can provide valid identification.

Different facilities or services within Council may require different user identification methods.

- **Council libraries condition of use** forms part of 3.3 and aligns with the Australian Library and Information Association (ALIA) and Public Library Victoria (PLV) standards.
- **Child Safety** (3.6) details Council's commitment to being a child safe organisation.

3. Issues / Opportunities

Issues

- The current Public Internet policy (2017) is out of date and is at least seven (7) years old.
- An updated Public Internet and Wi-Fi Policy can help ensure Council remains secure, compliant and efficient.
- As with other IT policies, standards and procedures, the Internet and WIFI policy will be managed and updated by the Information Technology team.
- Applying IT policies, standards and procedures also helps Council transition into a mature organisation and take a more pro-active approach to IT Service Delivery.

Opportunities

The new policy can:

- enhance trust and security in digital spaces.
- ensure that the internet remains a platform for free and open communication.
- provide robust privacy protections for users.
- address emerging cybersecurity threats.
- contribute to Council's IT policies aligning with legal and regulatory requirements
- help Council transition into a mature organisation and take a more pro-active approach to IT Service Delivery.

LIST OF APPENDICES

1. CURRENT - Public Internet Policy
2. PRP Changes - Public Internet and WI-FI Access Policy

Public Internet Policy

Version No.	V2.0, July 2017
Endorsement	Policy Review Panel, 24 August 2017
Authorisation	Council, 18 September 2017
Review date	21 October 2018
Responsible officer	Manager Engagement and Advocacy
Policy owner	Manager Engagement and Advocacy

1. Purpose

To provide appropriately managed internet access to our community, responding to issues and risks arising from the provision thereof.

2. Scope

This policy applies to all users of the public access internet services as well as the Council staff who provide the management, administration and support for these services.

3. Definitions

Term	Definition and Description
Adult	A person who is 18 years of age or older.
ALIA	Australian Library and Information Association. The national professional organisation for the Australian library and information services sector. One of their objects is to promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy.
Child	A person 12 years of age or under, or otherwise as determined by individual Council service providers.
Council	Melton City Council.
Identification Method	Method to identify and validate a unique user who wishes to use computer and internet services. (For example use of membership card or temporary access).
IP Address	Internet Protocol Address: This is a number assigned to a device and is required for a device to connect with the internet.
Member	A person who joins council facilities as a user.
Offensive Material	Any content that could be reasonably considered unacceptable for public consumption, as determined by a Council officer. This may include but is not limited to: • Pornography or implied sexual activity, child abuse material, depictions of bestiality, material containing excessive violence or sexual violence, drug use.

Term	Definition and Description
	• Material that advocates the doing of a terrorist act or detailed instruction in crime. • Material that has a strong impact on or may upset someone in terms of their ethnicity, sexual orientation, religion, culture, age and physical appearance. • Material that causes or promotes any form of harassment. • Material that uses frequent or very strong coarse language.
PLVN	Public Libraries Victoria Network.
Responsible adult	A parent, guardian, carer, teacher or any adult with responsibility for a child, youth or the wellbeing of another adult.
Site	A location at which Council provides services to the community.
Spam	Unsolicited e-mails sent indiscriminately to multiple individuals or mailing lists.
Splash Page	Browser page that appears on a device when it attempts to connect to a Wireless Access Point.
Temporary User	A user who requires a one-time or temporary access to Council facilities.
WAP	Wireless Access Point.
Wifi	Is the technology most commonly used for Wireless Network Area Networking that connects devices with the internet.
Youth	A person aged 13 to 17 year of age, or otherwise as determined by individual Council service providers.

4. Policy Statement

Council provides public access to computers and Internet services in several of its facilities and sites, including libraries, youth services and community services, with the objective of providing free access to a range of knowledge, information, recreation, ideas and lifelong learning opportunities to build social connections and self-development.

Council provides public access to unrestricted information via the World Wide Web. Although this medium can deliver an overwhelming amount of valuable information from reliable and authoritative sources, some information is unregulated, incorrect, misleading and may be offensive. The Internet is also not a secure communication medium and users may be victim to third parties accessing their personal information or on-line transactions.

This policy aims to provide Council staff and users of these services with a clear understanding of their responsibilities as well as the terms and conditions of use.

4.1 Responsibility and Risks

Council accepts no responsibility for the nature of the content or the accuracy of information or links presented on third party web sites.

Council also accepts no responsible for any direct or indirect damage caused by the use the facilities provided, the internet or the unavailability or failure of any equipment or service, including but not limited to the loss of data, financial loss, the loss of profit and breaches of privacy.

Users should be aware of the risks associated with internet use and make their own judgement on the accuracy and relevance of the information provided in websites.

4.2 Filtering

Council's position, consistent with ALIA's Online Content Regulation approach, is to provide unrestricted access to internet, promoting the principle: 'Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas'.

Council does not, therefore, filter internet content.

4.3 Identification Methods

Use of public access computers and internet through council facilities and/or provided via discrete Council services are available for users with valid identification. Identification, access details and session times will be recorded by Council.

Facilities or discrete services may have different requirements to identify users or members including the issuance and use of a membership access card. Such cards will always remain the property of Council and are not transferrable.

Users visiting council facilities once-off may be issued with a temporary access card.

Users connecting to a Council provided public WAP with their own device may do so as a guest without providing identification, but must consent to the 'terms of use' presented on the splash page. The device's IP address will automatically be recorded in the system log.

4.4 Bookings

Bookings may be required in order to use computers at some sites.

4.5 Use of Council Public Computers

Users are not permitted to modify computer settings or to install additional software unless prior approval is obtained from site staff. In this case, users are responsible for the software installation with the appropriate software licensing permissions.

Users must be aware that any modifications carried out, including software installation, configuration or documents saved on the computer will be deleted once they finish their computer sessions.

4.6 Wireless Provision

- Council may provide wireless networks (wifi) in some of its facilities, access to which may extend beyond the borders of the facilities to the immediate external surrounds.
- Council may provide WAPs in select public realm precincts.
- Access to wireless services must be in accordance with this policy and any related site specific process or procedure.
- Use of the public wireless network outside of Council facilities in public space such as footpaths and parks, while unsupervised by Council staff, must adhere to Australian Laws and standards of public decency.
- Internet access through a wireless network is available to anyone who agrees to and adheres to the terms of use.
- Council reserves the right to impose limits on access times, to impose data caps and to restrict transfer speeds at any site and at any time.
- Any specific restrictions or terms of use that may exist for a particular WAP will be accessible on the Splash Page for that WAP.

- Users are responsible to configure their devices in order to work with Council's Public Access wireless network.
- Users are not permitted to install any device that provides wireless connectivity on facilities (for example: routers or Access Points).

4.7 Technical Support and Maintenance

- Council provides technical support for all Council owned IT assets, including public access computers and printers. However, no guarantees can be provided on the time taken to resolve issues.
- Remote access support may also be provided to users on council computers, subject to the user's approval.
- Council is not responsible for and does not provide any technical support to user's devices, including support in setting up personal devices for connecting to the Council's Public Internet network.
- Provisioning and maintenance of internet computers must to be conducted according to the 'Public Access Internet Computer Standardisation' policy.

4.8 Children and Youth Users

- Council seeks to protect and support the interests of children and youth users. Site and service specific systems and procedures will vary according to the service, purpose and audience accessing the internet.
- Children must be accompanied by or under the supervision of a responsible adult. The responsible adult takes responsibilities for activities of the children in their care including ensuring appropriate internet use and compliance with this policy.
- A child or a youth user may require a valid identification or council membership card to access this service. The child's or youth's parent or guardian may also be required to sign a consent form.
- Parents and guardians are responsible to ensure that the site procedures in dealing with children and youth are acceptable before signing the consent form.
- Council recognises that WAPs will be accessed by children and youth users, and relies upon parental and/or guardian intervention (supervisory, behavioural, software or hardware restrictions etc.) to limit underage access to offensive material. Council takes no responsibility for any such access by minors.

4.9 Confidentiality & Privacy

- Council respects user privacy and confidentiality as per the Council's Privacy Policy and in accordance with legal requirements.
- Council collects personal information for the purpose of registering and administrating user memberships.
- Council may record user access and session times.
- Council will not remotely access user sessions for any reason without the prior permission of the user.
- Council may collect aggregated, non-personal data relating to usage patterns of public wireless networks.
- Council, observing all applicable legislation, will share user data with other levels of government and law enforcement agencies upon reasonable request where necessary.

4.10 User acceptance and responsibilities

Use of Internet at Melton Council facilities implies acceptance of the terms and conditions described in this policy, in the conditions of entry of each facility, standards expected by services, and as detailed within the terms and conditions accessible on the splash page provided by WAPs.

Council considers the actions described below (but not limited to) as inappropriate use of computing/internet or unacceptable behaviour:

- illegal activities including piracy, breach of copyright and licence conditions
- assuming another person's identity or using another person's membership card
- attempting to breach or compromise systems or network security on any device and on any network site
- accessing, displaying or transmitting pornography or other offensive material
- other activities which may infringe the amenity of the facility or site for other users or occupants, such as excessive volume level of material being accessed or communication with fellow users or others.

Council staff may monitor users of public access computers to ensure compliance with this policy (this specifically excludes any form of on-line monitoring).

Council reserves the right to access the session history of a user if there is an indication of breach of this policy.

4.11 Breaching the Policy

Breaches of this policy may result in loss of access to computing and internet services and users being asked to leave the premises.

Serious breaches may lead to further action including referral to the police.

5. Responsibility

5.1	**Policy Owner**
	The Policy owner is responsible for the maintenance, currency and promotion of this policy, ensuring organisational compliance.
5.2	**Business Unit Manager and Coordinators**
	Business Unit Managers are responsible for ensuring staff comply with and implement this policy within their business unit.
5.3	**Council Staff**
	Council staff assisting in the provision of internet services are responsible for managing, monitoring and controlling internet use to ensure users are complying with this policy.
5.4	**Hirer of facilities**
	Companies or individuals that hire computer facilities are responsible for managing, monitoring and controlling internet use to ensure users are complying with this policy.

6. References and links to legislation and other documents

Name	Location
ALIA online content regulation policy	http://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-online-content-regulation
PLVN policies and statements	http://www.plvn.net.au/node/19
Privacy Policy	Policy Intranet \\mel-fps\public\Policies and Procedures Intranet\Intranet Pages\Policies and Procedures.Policies_files\Privacy Policy.pdf
Public Access Internet Computer Standardisation policy	Policy Intranet \\mel-fps\public\Policies and Procedures Intranet\Intranet Pages\Policies and Procedures.Policies_files\Public Access Internet Computer Standardisation Policy.pdf

Public Internet and WI-FI Access Policy

Date adopted	
Adopted by	Council
Review due	One year after approval
Responsible officer	Chief Information Officer
Records reference	<insert reference>

1. Purpose

The Public Internet and Wi-Fi Access Policy establishes guidelines for the responsible and transparent governance of Public Internet and Wi-Fi services, including privacy protections, data security measures, and compliance with relevant laws and regulations. It serves as a guide to enhancing community well-being and facilitating equitable access to information and opportunities.

2. Application and Scope

This Policy applies to all Public Internet access points, devices, and users at Melton City Council (Council) sites such as libraries, youth centres, and community centres, and to WI-FI use on personal mobile devices at all Council sites.

3. Policy context

Council provides access to electronic devices and internet services in its facilities and sites, including libraries, youth, and community centres.

Any user accessing Council's Public Internet or Wi-Fi, either from a Council owned or electronic device or personal PC or device, must adhere to this Policy.

Council reserves the right to terminate and revoke the computer access privileges of any user not adhering to this Policy.

The provision of Public Internet and Wi-Fi access at Council libraries aligns with the Australian Library and Information Association's (ALIA) Online Content Regulation Statement and the Public Libraries Victoria's (PLV) Statement on Internet Access (2017).

3.1 Risk management

Council acknowledges that providing Public Internet and Wi-Fi access at Council sites entails certain technology risks.

Council cannot ensure the safety of a user's data and information, such as Personal Identifiable Information (PII) and financial information, while using the Public Internet and Wi-Fi.

Before connecting to the Public Internet, users must acknowledge the "splash page" Terms and Conditions as follows:

- Council cannot guarantee the security or safety of any personal devices connected to its network.
- Council accepts no liability or responsibility for:
  - Any loss or damage incurred from using personal equipment or transmitting computer viruses.
  - Personal equipment malfunctions or damages to connected computing devices.
  - Protecting the data and information of users who use the Public Internet to conduct electronic transactions of any kind.
- Users using Public Internet and WI-FI at Council locations must understand the hazards and make their own decisions about the authenticity and usefulness of website content.

3.2 Filtering

To mitigate exposure to material such as hate speech, hacking, pornography, and illegal downloads, Council must use content filtering, which restricts access to such material.

While Council strives to limit access to such content, supervision of Internet usage for individuals (children) 18 years of age or under remains the responsibility of their parents or legal guardians.

3.3 Access and Identification Methods

Council upholds user privacy and confidentiality, as outlined in Council's Privacy Policy and adheres to all legal obligations.
Council may conduct the following:

- Register and administer the user and collect personal information.
- Monitor user activity and session times around Council facilities.
- Collect aggregated, non-personal data relating to usage patterns of public wireless networks.
- Share user data with other levels of government and law enforcement agencies when required by law.

Access to public computers and Internet services at Council libraries are open to individuals who can provide valid identification.
Different facilities or services within Council may require different user identification methods.

Council Library Conditions of Use

Library users can book use of a public PC at any library facility to access the Internet.

All users must consent to the terms of use displayed on the splash page at the point of log-in.

All identifiable information is automatically wiped from the device upon log-off.

Users connecting to a Council provided public Wireless Access Points (WAP) using their personal devices may do so as guests without immediate identification requirements. However, they must consent to the terms of use displayed on the splash page. This allows Council to record the device's IP address in its system logs.

Access to the Internet via public PCs and Wi-Fi at Council libraries is aligned with ALIA Online Content Regulation principle (see Section 6).

- Internet users are responsible for abiding by all copyright, relevant laws and legislation when accessing and or printing materials from the Internet.
- Internet users must not access or transmit any material of an offensive or derogatory manner.
- Parents are responsible for supervising their children's access to Internet resources in the library.

3.4 Use of Public WI-FI and User Responsibilities

Council offers wireless Internet access (Public Wi-Fi) at libraries, youth centres, and community centres for web browsing. Council maintains the right to restrict daily access periods, specific file kinds, bandwidth, and download size. Anyone who agrees to and follows the Terms and Conditions can access the Internet at Council facilities. Any specific limits or conditions of use that may exist for a given Wireless Access Points (WAP) will be available on the splash page for that WAP site (see Section 5 in this policy).

For individuals (children) 18 years of age or under, permission must be provided by their parent or legal guardian to use the Library Internet and Wi-Fi service.

Anyone 12 years of age or under who wishes to access Council's Public Internet or Wi-Fi must be accompanied by their parent or legal guardian who must also give their permission.

Council allows users to access its Public Wi-Fi access at the user's risk.

Council may block, suspend, or terminate access to the network for breaches that violate this policy, any law, or infringe any copyright, trademark, trade secret, right of publicity, privacy, or any other right of any person or company.

User Responsibilities

- Users are responsible for maintaining up-to-date anti-virus software on their device/s before they use the Council's network.
- Users must be aware that using this Wi-Fi service to connect to the Internet can expose their devices to viruses, intrusions, and other abuses by third-party actors.
- Connecting to peer-to-peer (P2P) file sharing is prohibited (see Section 5 in this policy).
- It is prohibited to use the Council Wi-Fi network to access another person's computer, computer account, files, or data.
- Use of Council's Wi-Fi network outside of Council facilities in public spaces such as footpaths and parks must adhere to this policy.
- Users are responsible for configuring their personal equipment to work with Council's Wi-Fi network.
- Users must not install network devices, such as routers or access points, which provide wireless connectivity in facilities.
- Along with the above, all users must adhere to User Acceptance and responsibilities (see Section 3.7 in this policy).

3.5 Technical Support and Maintenance

Council provides technical assistance for all its IT (Information Technology) assets, which includes public-access PCs and printers. Users acknowledge that Council makes every attempt to resolve issues as quickly as possible however, there are no guarantees of the timing of resolution of any issues.

Council does not provide technical support and maintenance for users' personal devices.

3.6 Children

Council is committed to being a child safe organisation by (see Section 6 below including Council's Child Safe Policy):

- complying with the Victorian Child Safe Standards and the National Principles for Child Safe Organisations
- complying with the Victorian Reportable Conduct Scheme
- having a Child Safe Policy.
- Requiring Parents and legal guardians to be responsible for monitoring access to the Internet for children and youth under 18 years of age.

3.7 User Acceptance

Use of the Internet at Council facilities implies acceptance of this policy and the conditions of access to the network at each facility, as detailed within the terms and conditions accessible on the splash page provided by Wireless Access Points (WAPs).

Council prohibits the actions listed below, as inappropriate use of the Council's wireless network or as being unacceptable behaviour.

- Illegal activities such as piracy, copyright infringement, and licencing conditions.
- Assuming another person's identity or using another person's access card.
- Attempting to breach or compromise the system or network integrity on any device or network site.
- Accessing restricted sites such as gambling and pornography.
- Activities that may infringe on the facility or site's amenities for other users.
- Attempting to decode or obtain password restrictions.
- Using the Council network to access another person's computer, computer account, files, or data.
- Running programs designed to find or create security loopholes, decrypt intentionally secured data, or gain unauthorised access to any system.
- Spamming, phishing, or spoofing while using the Council's Wi-Fi network.
- Spreading any malicious computer code or software, including viruses, malware, Trojans, keyboard loggers, worms, or data harvesting software.

To ensure compliance with this Policy, Council staff may monitor users when they use public-access computers.

Council reserves the right to access a user's session history if there is any indication of a breach of this Policy.

4. Responsibility/Accountability

Role	Responsibilities
CEO	Ensuring the policy is enforced and adhered to. Responsible for the effective operations of the Council, including being accountable to the Council for the effective management of all risks to those operations.
Business Unit Manger	Understand their role as custodians and implement the appropriate information security controls to secure Public Internet and WI-FI. Responsible for ownership and management of risks identified through operations or audits and the implementation of appropriate controls. Consult with the IT Workplace Service Lead for guidance or assistance with information security related risk mitigation controls.
Chief Information Officer	Ensuring Council's assets are protected in accordance with Council's risk appetite. Ensuring compliance with external standards and frameworks Providing leadership and direction in managing information at Council Reporting any risks that exceed the Council's appetite in the corporate risk register.
Library Staff, Customer Service Representative	Assisting in providing internet services Responsible for managing, monitoring, and controlling internet use to ensure users comply with this Policy.
Service Owner	Primary point of contact and responsible for managing, monitoring, allocating resources and controlling internet use to ensure its users comply with this Policy.

5. Definitions

Term	Definition
The Act	*Local Government Act 2020*
Australian Library and Information Association (ALIA)	ALIA is the national professional organisation for the Australian Library and information services sector. It supports librarians, information professionals, and others working in the field through networking events, conferences, publications, and online resources. ALIA also shapes policy and legislation related to libraries and information services at national and regional levels.
Child	A person 18 years of age or under (Council's Child Safe Policy).
Identification Method	A method to identify and validate a unique user who requires Council computers and Internet services.
Internet Protocol (IP) Address	An auto-generated numerical value is assigned to a device that is required to connect to the Internet.
Offensive Material	As determined by a Council officer, any content that could be considered unacceptable for public consumption. This may include but is not limited to: • Pornography or implied sexual activity, child abuse material, depictions of bestiality, material containing excessive violence or sexual violence, and drug use. • Material that advocates the doing of a terrorist act or detailed instruction of criminal activity. • Material that strongly impacts or may cause harm to someone because of their ethnicity, sexual orientation, religion, culture, age, physical appearance or disability. • Material that causes or promotes any form of bullying, harassment or family violence. • Material that uses frequent or very strong coarse language.
Peer-to-peer (P2P) File Sharing	P2P file-sharing allows computers to download files and make them available to other individuals on a network.
Public Libraries Victoria (PLV)	PLV is a collaborative organisation representing public library services in Victoria, Australia. It serves as a forum for user libraries to share resources, collaborate on projects, and advocate for the interests of public libraries across the state.
Electronic Devices	Electronic device means a personal computer, cell phone, smart phone, telephone, mobile device, wireless device, tablet, or any other electronic device that allow user to use to access the Services

Council's Director Organisational Performance, P. Leersen and Cloud Infrastructure & Network Specialist, S Ahmed departed the meeting at 10:15am.

6.2 LIVE STREAMING AND PUBLISHING OF COUNCIL MEETINGS POLICY

Responsible Officer:	**Emily Keogh - Head of Governance**
Document Author:	**Vanja Zdjelar - Governance Officer**
Date Prepared:	**21 March 2025**

Motion

Crs Ramsey/Shannon.

That the Policy Review Panel recommend Council approve the Live Streaming and Publishing of Council Meetings Policy, provided as **Appendix 2** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

The Live Streaming and Publishing of Council Meetings Policy (Policy) was originally introduced in 2020 in response to the COVID-19 pandemic and supported through the *COVID-19 Omnibus (Emergency Measures) Act 2020.* This legislation provided temporary measures to facilitate continued governance and community engagement during periods of restricted physical gatherings. Although the Act has since become redundant, the principles established during that time remain relevant and essential for good governance.

The continuation of the Policy ensures that there is a clear and consistent framework for the live streaming, recording, and online publishing of Council meetings. It supports public access to the decision-making process and enhances community participation, particularly for those who may face barriers to attending meetings in person.

In this review, a number of procedural elements have been removed from the Policy. These operational aspects will be addressed through the development of a supporting procedure to guide implementation at an operational level. This separation of policy and procedure ensures clarity of purpose and greater flexibility in managing the operational components as technology and practices evolve.

1.2 Sources/benchmarking

Examples of live streaming policies from other Victorian Councils were considered in the review of this Policy including Brimbank City Council and City of Ballarat.

1.3 Consultation

The Policy was reviewed in consultation with members of the Governance team, including the Head of Governance, Manager Governance, and the Senior Lawyer and Property Advisor. The Policy was also reviewed and endorsed by the Executive Leadership Team on 16 April 2025.

1.4 Communication and Implementation

Once approved by Council, the Policy will be published on the Council's Intranet page for staff access and made available to the public via Council's website.

1.5 Compliance

The policy is compliant with the *Local Government Act 2020, t*he *Victorian Equal Opportunity Act 2010,* the *Charter of Human Rights and Responsibilities Act 2006,* and the *Disability Discrimination Act 1992*.

The Policy also supports and aligns with Council's Governance Rules.

1.6 Measures of Success

The success of the Policy will be measured by its effectiveness in supporting public access to open Council meeting proceedings and ensuring timely and accurate publication of Council meeting recordings.

The Policy will be reviewed in accordance with the Policy Register cycle, which for this policy is a four-yearly review, and if any issues arise from the policy, the policy will be reviewed and updated accordingly.

LIST OF APPENDICES

1. CURRENT - Live Streaming and Publishing of Council Meetings Policy
2. PRP Changes - Live Streaming and Publishing of Council Meetings Policy

Live Streaming and Publishing of Council Meetings Policy

Version No.	V1.0 – 11 August 2020
Endorsement	Executive – 20 August 2020 Policy Review Panel – 24 August 2020
Authorisation	Council – 14 September 2020
Review date	30 August 2021
Responsible officer	Manager Legal and Governance
Policy owner	Governance Coordinator

1. Purpose

The purpose of this Policy is to establish protocols for the live streaming, recording, and publishing of Council Meetings to the Melton City Council Website.

2. Scope

This Policy applies to all Council Meetings.

This Policy applies to all Councillors, employees, contractors, sub-contractors, agents, consultants and where relevant volunteers, engaged in the Council Meeting and in the updating of the Council website.

This Policy also applies to members of the public when attending meetings in person or accessing Council meetings remotely.

This Policy makes special provision for the ceasing of recording and/or redaction of any parts of Council Meeting recordings closed to the public on the grounds of confidentiality in accordance with section 66(2)(a) of the Act.

Where relevant to the maintenance of the public website by authorised personnel, this Policy is to be read in conjunction with the obligations contained within the Online Engagement Policy.

This Policy makes provision for Council meetings that are conducted in accordance with the Covid-19 temporary measures set out in Part 12 of the Act. These provisions apply during the Prescribed Period.

This Policy does not intend to form the full policy considerations in relation to 'online meetings'.

3. Definitions

Word/Term	Definition
Act	means the *Local Government Act* 2020.
Authorised Personnel	Council staff member or Contractor authorised to create and manage website content on behalf of Council or a Councillor.
Chairperson	means the person presiding over the meeting; usually the Mayor.
Confidential Information	'Confidential Information' as defined in s3(1) of the *Local Government Act 2020*.
Confidential Meeting / Closed to the Public	The part of a meeting of the Council which has been closed to members of the public under Section 66(2)(a) of the *Local Government Act* 2020.

Council Meeting	a Council meeting that complies with section 61(1) of the *Local Government Act* 2020.
Councillor	a person who holds the office of member of Council.
Council Staff	refers to employees, contractors, sub-contractors, agents, consultants and where relevant volunteers, engaged in the Council Meeting Process.
Melton City Council and Wellbeing Plan	refers to Melton Council's currently enacted 'Melton City Council Wellbeing Plan' available on the Council Website. This document forms a guide for the strategic and planning direction for Council and the community for the relevant Council election period
Governance Rules	Governance Rules developed by a Council under Section 60 of the *Local Government Act* 2020; in particular s.60(1)(a) relating to the conduct of meetings and s.60(1)(c) relating to the form and availability of meeting records. Please note: s.60(8) of the Act says: *Until a Council adopts Governance Rules under this section, the Local Law Meeting Procedures made by the Council under the Local Government Act 1989 apply as if the Local Law Meeting Procedures had been adopted as Governance Rules under this section.*
Live Streaming	Online streaming media simultaneously recorded and broadcast in real time to the viewer.
Meeting Procedure Local Law	refers to Melton Council's enacted 'Meeting Procedure Local Law 2013' - see also Governance Rules.
Online Meetings	Council Meetings conducted through the aid of a virtual meeting room using an audio and visual link over the internet.
Prescribed Period	Means the period set out in section 393 of the Act which is commencing on 1 May 2020 and ending on 1 November 2020 or such other period as may be amended in the Act from time to time.

4. Policy

The intent of this Policy is to ensure a consistent approach to the live streaming of Council Meetings that promotes transparency and accountability in Council's decision-making processes. It aims to give the community the greatest degree of access to Council decisions and debate, eliminating barriers which may prevent members of the public from otherwise attending meetings in person.

This Policy was implemented in line with the Council and Wellbeing Plan to ensure Council remains a flexible, innovative and creative organisation that can respond to rapidly changing community needs and operating environments.

These changes are also made in consideration of the legislative requirements under the:

- *Victorian Equal Opportunity Act* 2010
- *Human Rights and Equal Opportunity Commission Act* 1986
- *Disability Discrimination Act* 1992.

4.1. Meetings to be Streamed Live and Recorded

Council Meetings will be open to the public and live streamed unless the following specified circumstances apply:

4.1.1 Where Council resolves to close the meeting to the public pursuant to section 66(1) of the *Local Government Act* 2020,

Council may close the public gallery due to there being either
a) security reasons, or other circumstances where
b) it is necessary to do so to enable the meeting to proceed in an orderly manner.

If the public gallery is closed due to either of these circumstances then Council must ensure that the meeting remains available via live stream.

4.1.2 Where Council decides to consider Confidential Information Council may resolve to close the meeting to the public, closing the public gallery and suspending the live stream and recording pursuant to section 66(1) of the Act.

The specific grounds on which the item was listed as confidential business with reference to the types of confidential information described in s3(1) of the Act will be available in the published Minutes in accordance with s.66(5) of the Act.

4.1.3 If the Council Meeting is an 'Online Meeting' during the Prescribed Period – see 4.6

4.2. Access to Archived Recordings

Council Meetings that are streamed for live viewing on the internet will also be processed by Council's service provider (Interstream) and archived for viewing on Council's website to accompany the publication of the meeting's Minutes.

The link to the recording is available at: http://webcast.melton.vic.gov.au/

The process of uploading a recording will take at least 48 hours.

Bookmarks will be added to the archived version of the recorded meeting to provide ease of navigation for viewers.

4.3. Notice of Live Streaming

Appropriate signage will be placed at the entrance to the meeting location notifying all attendees that the meeting will be streamed live and recorded.

Notice will also be given on Council's website and printed in the Council Meeting Agenda and on Public Question Time forms.

At the commencement of each meeting, the Chairperson (usually the Mayor) will state that the meeting will be livestreamed and that a video and audio recording of the meeting will be made publicly available for viewing on Council's webpage.

4.4. Public Notice

The following notice will be displayed at the entrance points to the Civic Centre and included in Meeting Agendas:

Please note that this meeting is being recorded and streamed live on the internet in accordance with Council's 'Live Streaming and Publishing of Council Meetings' Policy.

Recordings will be bookmarked, archived and made available on Council's website alongside the published Minutes.

The Council Chambers are set up so that only Council members and relevant members of Staff are in frame of the recording.

All care is taken to maintain your privacy; however, as a visitor in the public gallery or

member of the public submitting a question, your presence may be inadvertently recorded.

4.5. Public Question Time

Public Question Time will be held during designated Council meetings in accordance with Melton Council's Governance Rules and/or *Meeting Procedural Local Law 2013.*

Public Question Time Forms will include a brief notice that the meeting will be streamed live and recorded.

The Governance Rules (by implication) and the *Meeting Procedural Local Law 2013* requires that the name of the author of the question be read aloud at the meeting. If the author of the question is not present in the Chamber Council is not obliged to answer the question at the meeting but instead can reply in writing. In the interests of privacy, if a person does not wish their full name to be read aloud he/she may submit a pseudonym to be read out at the meeting (provided it is not offensive or rude) together with his/her real name and address provided on the form.

All questions answered at the meeting are also followed up with an answer in writing.

4.6. Online Meetings

Special provisions were introduced in Part 12 of the Act by the *COVID-19 Omnibus (Emergency Measures) Act* 2020 that provide for altered arrangements for conducting Council Meetings for the Prescribed Period. In particular s394 of the Act provides for Councillor and member participation and formal attendance at the meeting to be through electronic means of communication, by an audio and video link. Pursuant to s395 a live stream, available, via the Council's website, will replace the requirement for a public gallery.

This then means that if the live streaming functionality is disrupted and the Council Meeting cannot be accessed by the public due to a technical fault or any other reason, Council must take a break and reconvene if possible or adjourn the meeting to the next available date.

If the meeting is of a delegated committee or special committee it may proceed without livestreaming provided a recording can still be made and published on the Council website as soon as practicable, after the meeting.

4.7. Regulating Recordings of Council Meetings

In recognition of any potential reputational, legal and financial risk to Council, the Chairperson or the Chief Executive Officer may at their discretion direct that recorded meetings be edited in post-production prior to uploading to the Melton City Council website, under exceptional circumstances, and where it is required to prevent inappropriate opinions, behaviour or statements (including discriminatory and defamatory statements) made during the course of the meeting to be published.

Such action will only be taken after legal advice is sought and received.

Archived recordings that are prepared for publishing on Melton City Council's website will only be edited to ensure that the content remains consistent with the above standard and where a temporary adjournment or short break in the Council meeting is edited out to seamlessly merge items in the agenda for ease and convenience in public viewing.

If the archived recording has been substantially edited a note should be provided next to the link to archive providing an explanation for the substantial edit.

4.8. Technical Issues Disclaimer

There may be situations where, due to technical difficulties beyond the Council's control, a live stream of the Council Meeting cannot be maintained and/ or where recordings may be temporarily unavailable to the public. Technical issues may include power outages, device failures or malfunction, website maintenance and a loss of internet connection or widespread outage.

Council takes no responsibility for and cannot be held liable for any technical issues, including those experienced by its third party live streaming and recording service provider or circumstances outside of its control.

If streaming or accessing a recording of a Council Meeting is disrupted, Council will make reasonable attempts to notify the public via its social media channels and/or website.

Where Council is conducting a meeting pursuant to the Covid-19 temporary measures contained in Part 12 of the Act, if the live streaming cannot be maintained during the meeting, the meeting will be adjourned and the business carried over to the next meeting – see 4.6.

4.9. Content Warning / Disclaimer

Council does not accept any responsibility or liability for any loss, damage, cost, or expense that might be incurred as a result of the viewing, use or mistaken reliance on information or statements provided in a live streaming or video recording of a council meeting. The live streaming of Council meetings are intended to introduce a level of transparency into the Council decision making process and does not constitute a legal and formal process of communication of a Council decision or legal advice to any person or entity.

4.10. Storage of Files

All recordings of Council meetings will be retained in accordance with Council's Information Management Policy, Electronic Recording of Meetings Policy and related procedures.

Archived recordings will remain accessible to the public alongside the recorded Minutes on the Council's Website.

4.11. Privacy

Allegations of privacy breaches resulting from unauthorised access to, or collection, use or disclosure of personal information in recorded and streamed Council Meetings will be handled in accordance with Council's Privacy Policy and the *Privacy and Data Protection Act* 2014 (Vic).

4.12. Copyright

Live streams and recordings of Council Meetings, remain the property of the Melton City Council and are protected by copyright. Access to live streams and recordings of meetings is provided for personal and non-commercial use. Video, images and audio must not be altered,

reproduced or republished without the permission of the Chief Executive Officer.

4.13. Public not to record without express permission

In accordance with 12.1 (e) of Melton City Council's *Meeting Procedure Local Law 2013,* this Policy and any applicable Governance Rules, no member of the public is permitted to record any part of the proceedings of a Council Meeting either from a live stream available through a link on the Melton City Council website or from an archived recording of a Council Meeting without the prior written consent of Council.

5. Responsibility /Accountability

5.1	**Manager Legal and Governance** • The Manager Legal and Governance is responsible for updating and amending this policy and related procedures.
5.2	**Governance Officer** • The Governance Officer is the policy owner. • The Governance Officer is responsible for providing guidance to employees regarding this policy. • The Governance Officer is responsible for liaising with other members of Council Staff to ensure the Council Website is up to date.
5.3	**Councillors and all Council Staff** • Councillors and all Council Staff are responsible for operating in accordance with this policy and for providing feedback to the policy owner.

6. References and links to legislation and other documents

The Live Streaming and Publishing of Council Meetings Policy reflects the Council Wellbeing Plan which aims to put in place measures for Council to respond to rapidly changing community needs and operating environments such as the need for greater online accessibility to the Council decision making process and an attempt to accommodate the needs of all local community members.

These changes ensure Council remains a flexible, innovative and creative organisation, and can be made in accordance with the recently endorsed live streaming provisions in the Act.

The documents referred to in this policy are listed below.

Name	Location
Copyright Act (Cth) 1968	Available on the Federal Legislation Register via www.legislation.gov.au
Electronic Recording of Meetings Policy	Governance Site Policy and Procedures Intranet
Information Management Policy	Governance Site Policy and Procedures Intranet
Local Government Act 2020	Available on the Victorian Legislation/Acts Register via www.legislation.vic.gov.au
Meeting Procedure Local Law 2013	Available on the Melton City Council Website; Policy and Procedures Intranet

Melton City Council and Wellbeing Plan	Available on the Melton City Council Website;
Online Engagement Policy	Governance Site Policy and Procedures Intranet
Privacy Policy	Available on the Melton City Council Website; Policy and Procedures Intranet
Privacy and Data Protection Act 2014 (Vic)	Available on the Victorian Legislation/Acts Register via www.legislation.vic.gov.au

Live Streaming and Publishing of Council Meetings Policy

Date adopted	<insert date>
Adopted by	Council <insert date>
Review due	<insert date>
Responsible officer	Manager Governance
Records reference	<insert reference>

1. Purpose

The purpose of this Policy is to establish principles for the live streaming, recording and publishing of Council Meetings to the Melton City Council Website. The purpose of this policy is to demonstrate Council's commitment to transparency and accessibility in decision-making by ensuring scheduled and unscheduled Council meetings are live streamed and archived for public access.

This policy ensures a consistent and transparent approach to live steaming Council Meetings, enhancing accountability in decision-making. It ensures public accessibility to Council deliberations and decisions.

2. Application And Scope

This Policy applies to all Council Meetings as defined in Council's Governance Rules.

This Policy applies to all Councillors, employees, contractors, sub-contractors, agents, consultants, relevant volunteers, and members of the public attending or accessing Council meetings in person or online. This policy should be read in conjunction with Council's Online Engagement Policy to ensure consistency in website management and public communications.

This Policy will not apply where the meeting is to consider confidential information in accordance with section 66(2)(a) of the *Local Government Act 2020* (Vic) (Act).

3. General Provisions

The Policy aligns with legislative requirements to facilitate accessibility, inclusivity and equal opportunity.

3.1. Meetings to be Streamed Live and Recorded

Council meetings will be open to the public and, as far as reasonably practicable, live streamed via Council's Website in accordance with the Act and this Policy.

3.2. Access to Archived Recordings

Council Meetings live streamed on Council's website will be processed by Council's live streaming service provider. The recordings will be archived on Council's website alongside the published meeting minutes for future viewing. Publishing a recording of a Council meeting may take up to 72 hours after the meeting.

Links to past recordings are available on Council's website.

3.3. Public Notice of Live Streaming

Notice will be given on Council's website and printed in the Council Meeting agenda and on public question time forms.

At the commencement of each meeting, the Chairperson will state that the meeting will be live streamed and that a video and audio recording of the meeting will be made publicly available for viewing on Council's webpage.

The following notice will be displayed at the meeting entrance to inform attendees that the meeting will be live streamed and recorded.

This meeting is bring recorded and live streamed on Council's website in accordance with Council's 'Live Streaming and Publishing of Council Meetings' Policy.

Recordings will be bookmarked, archived and made available on Council's website.

Whilst all care is taken to maintain your privacy, as a visitor in the public gallery, your presence may be recorded.

3.4. Regulating recordings of Council Meetings

In recognition of any potential legal and financial risk to Council, the Chairperson or the Chief Executive Officer may at their discretion direct that recorded meetings be edited in post-production prior to uploading to the Melton City Council website, under exceptional circumstances, and where it is required to prevent inappropriate opinions, behaviour, or statements (including discriminatory and defamatory statements) made during the course of the meeting to be published.

Archived recordings that are prepared for publishing on Council's website will only be edited to ensure that the content remains consistent with the above standard and where a temporary adjournment or short break in the Council meeting is edited out to seamlessly merge items in the agenda for ease and convenience in public viewing.

If the archived recording has been materially edited a note should be provided next to the link to archive providing an explanation for the material edit.

3.5. Technical Issues Disclaimer

There may be situations where, due to technical difficulties beyond the Council's control, a live stream of the Council Meeting cannot be maintained and/or where recordings may be temporarily unavailable to the public. Technical issues may include power outages, device failures or malfunction, website maintenance and a loss of internet connection or widespread outage.

Council takes no responsibility for and cannot be held liable for any technical issues, including those experienced by its third party live streaming and recording service provider or circumstances outside of its control.

If streaming or accessing a recording of a Council Meeting is disrupted, Council will make reasonable attempts to notify the public via its social media channels and/or website.

Should the livestream to the public disconnect due to technical issues, officers will advise the Chairperson.

The meeting will then be officially adjourned by the meeting Chair for a maximum period of 30 minutes to resolve the technical issue. If the technical issue cannot be resolved in that timeframe, the meeting will resume if conducted in person.

3.6. Content Warning/Disclaimer

Council does not accept any responsibility or liability for any loss, damage, cost, or expense that might be incurred, either directly or indirectly, as a result of the viewing, use or reliance on information provided in a Council meeting. The live streaming of Council meetings does not constitute a legal or formal process of communication of a Council decision or legal advice to any person or entity.

3.7. Storage of Files

Archived recordings will remain accessible to the public.

3.8. Privacy

Allegations of privacy breaches resulting from unauthorised access to, or collection, use or disclosure of personal information in recorded and streamed Council Meetings will be handled in accordance with Council's Privacy Policy and the Privacy and Data Protection Act 2014 (Vic).

3.9. Copyright

Live streams and recordings of Council Meetings are the property of Melton City Council and are protected by copyright. Access to live streams and recordings of meetings is provided for personal and non-commercial use only. Video, images, and audio must not be altered, reproduced or republished without the written consent of the Chief Executive Officer in their absolute discretion.

3.10. No Recordings to be made without express permission

Recording any part of the proceedings of a Council Meeting either in person, from a live stream available through a link on the Melton City Council website or from an archived recording of a Council Meeting, is prohibited forbidden without the prior written consent of the Chief Executive Officer.

4. Definitions

Term	Definition
Chairperson	Means the person presiding over the meeting; usually the Mayor.
Confidential Information	'Confidential Information' as defined in s3(1) of the Local Government Act 2020.
Council Meeting	a Council meeting that complies with section 61(1) of the Local Government Act 2020.
Councillor	A person who holds the office of member of Council.
Council and Wellbeing Plan	Refers to Melton Council's currently enacted 'Melton City Council Wellbeing Plan' available on the Council Website. This document forms a guide for the strategic and planning direction for Council and the community for the relevant Council election period.
Governance Rules	Governance Rules developed by a Council under Section 60 of the Local Government Act 2020.
Live Streaming	Online streaming media simultaneously recorded and broadcast in real time to the viewer.
Online Meetings	Council Meetings conducted through the aid of a virtual meeting room using an audio and visual link over the internet.

5. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Equal Opportunity Act 2010	https://www.legislation.vic.gov.au/in-force/acts/equal-opportunity-act-2010/030
Disability Discrimination Act 1992	https://www.legislation.gov.au/C2004A04426/2018-04-12/text
Human Rights and Equal Opportunity Act 1986	https://www.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/num_act/hraeoca1986512/
Privacy and Data Protection Act 2014	https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/028
Melton City Council Governance Rules	https://www.melton.vic.gov.au/Council/About-Council/Minutes-Agendas

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

6.3 COUNCILLOR SPEAKING OPPORTUNITY PROTOCOL POLICY

Cr Carli vacated the Chair at 11.20am and requested Cr Majdlik to take the Chair.

Cr Majdlik took the Chair at 11.20am.

Cr Majdlik vacated the Chair at 11.22am and Cr Carli assumed the Chair.

Responsible Officer: **Emily Keogh - Head of Governance**

Document Author: **Vanja Zdjelar - Governance Officer**

Date Prepared: **21 March 2025**

Motion

Crs Majdlik/Ramsey.

That the Policy Review Panel recommend Council approve the Councillor Speaking Opportunity Protocol Policy, provided as **Appendix 2** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

The Councillor Speaking Opportunity Protocol was last reviewed in 2021. As part of ongoing good governance practices, it is essential to maintain clear, consistent expectations around how Councillors represent the Council in public forums, particularly at the beginning of a new Council term. Public representation by Councillors can significantly shape public perception and trust in the Council.

A review of the protocol was initiated to ensure it remains relevant, fit-for-purpose, and aligned with current Governance standards and best practice. This review has focused on strengthening the protocol's overall scope, clarifying its application, and improving its operational effectiveness. The updated version aims to support Councillors in their public roles by providing clearer guidance and reinforcing shared expectations, ultimately contributing to a more transparent and unified approach to external communications.

1.2 Sources/benchmarking

Similar Councils were used to benchmark this Protocol, including Brimbank City Council's 'Councillor Protocol' and Glen Eira City Council's 'Councillor Communications and Media Protocol.

1.3 Consultation

The Protocol was reviewed in consultation with members of the Governance team, including the Head of Governance and Manager Governance. The Protocol was also reviewed and endorsed by the Executive Leadership Team on the 16 April 2025.

1.4 Communication and Implementation

Once approved by Council, the Protocol will be published on Council's Intranet page for staff access and made available to the public and Councillors via Council's website.

1.5 Compliance

The Protocol has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006.* It also aligns with the Model Councillor Code of Conduct and Melton City Council Governance Rules.

1.6 Measures of Success

The success of the updated Protocol will be assessed through feedback received from Councillors and staff. Any issues identified during the practical application of the Protocol will be documented, where appropriate, to inform continuous improvement and support enhancements during the next scheduled review cycle of the Protocol.

LIST OF APPENDICES

1. CURRENT - Councillor Speaking Opportunity Protocol
2. PRP Changes - Councillor Speaking Opportunity Protocol

Councillor Speaking Opportunity Protocol

Version No.	V1.1 10 September 2019
Endorsement	Policy Review Committee - 27 November 2019
Authorisation	Council - 9 December 2019
Review date	30 September 2021
Responsible officer	Chief Executive Officer
Policy owner	Manager Legal & Governance

1. Purpose

To inform arrangements pertaining to Councillor speaking opportunities.

2. Scope

This protocol may only be actioned by Councillors. The protocol must be observed by Council Officers.

3. Definitions

Word/Term	Definition
Priority order	The sequence in which speaking opportunities are allocated.
Priority Councillor	The Councillor who has the opportunity to speak in accordance with the priority order.

4. Protocol

The speaking opportunity priority order is:

1. Mayor
2. Deputy Mayor
3. Councillors, as determined sequentially by most recent Mayors, then most recent Deputy Mayors
4. Earliest elected to Council.

No Mayor or Councillor may direct an alternative priority order not provided for within this protocol.

4.1 Multiple speaking opportunities

Should an event have more than one speaking opportunity for Councillors, then positions will be allocated according to protocol until all speaking positions are fulfilled.

4.2 Refusal

Councillors retain the right to refuse any speaking opportunity in which they are designated as priority Councillor.

Should a priority Councillor refuse the speaking opportunity, then priority passes to the next Councillor according to protocol.

4.3 Specific requests

Where a specific request (by name) for a Councillor or Councillors has been received from an external party, the request must be considered by the Mayor for their consent. Should consent not be granted, the protocol will apply.

Where the requested Councillor or Councillors are not available to speak, or refuse the opportunity, then priority passes to the next available Councillor or Councillors according to protocol.

4.4 Appointment

Should a Councillor other than the Mayor be Chairperson of a Committee of Council, then at a specific designated event for the Committee, the respective Chairperson will be elevated to priority behind the Mayor or Deputy Mayor. Standard protocol consequently applies.

4.5 Suspension of protocol

Should Councillors invited or present at any function choose to suspend this protocol and amicably negotiate speaking positions, they may do so only if Councillors agree. If there is not full agreement between Councillors present at the function, this protocol remains operative.

4.6 Circumstances not provided for

Should any circumstance arise for which this protocol does not provide, the Mayor may exercise discretion as to how the circumstances will be resolved.

5. Responsibility/Accountability

5.1	**Chief Executive Officer**
	• The Chief Executive Officer is responsible for providing professional advice and guidance to Councillors regarding this policy.
5.2	**Manager Legal & Governance**
	• The Manager Legal & Governance policy is responsible for the maintenance, currency and promotion of this policy
5.3	**Councillors**
	• Councillors are responsible for operating in accordance with this policy, and providing feedback to the policy owner.

6. References and links to legislation and other documents

Name	Location
Councillor Code of Conduct	Policy and Procedures Intranet www.melton.vic.gov.au
Meeting Procedure Local Law 2013	Council website https://www.melton.vic.gov.au/Council/About-Council/Council-meetings

Councillor Speaking Opportunity Protocol	
Date adopted	tba
Adopted by	Council
Review due	tba
Responsible officer	Manager Governance
Records reference	tba

1. Purpose

This policy provides a clear framework for determining the speaking order of Councillors at Council-organised events, functions, ceremonies, and any other official speaking opportunities. It aims to ensure a consistent approach across all relevant occasions.

2. Application And Scope

This policy applies to all formal speaking engagements including but not limited to;

- Civic and community events hosted or supported by the Council
- Official ceremonies (e.g. openings, launches, commemorations)
- Public forums, briefings, or stakeholder meetings
- Any other occasion where councillors are invited to speak on behalf of Council.

3. General Provisions

In accordance with this Policy and section 18(1)(b) of the *Local Government Act 2020*, the Mayor is the principal spokesperson of the Council.

The Chief Executive Officer is responsible for providing professional advice and guidance to Councillors regarding this policy.

3.1. Priority Speaking Order

At all relevant Council events and official speaking opportunities, the speaking order shall be prioritised as follows:

1. Mayor – The Mayor will be given the first opportunity to speak, deliver official remarks, or represent Council on behalf of all elected members.
2. Deputy Mayor – The Deputy Mayor shall have the second opportunity to speak, particularly in support of or in the absence of the Mayor.
3. Councillors – As determined sequentially by most recent Mayors, then most recent Deputy Mayors.
4. Councillors – As determined by earliest elected to Council.

No Mayor or Councillor may direct an alternative priority order not provided for within this protocol.

3.2. Multiple Speaking Opportunities

Should an event have more than one speaking opportunity for Councillors, the positions will be allocated according to priority speaking order until all speaking positions are fulfilled.

3.3. Specific Requests

Where a specific request for a Councillor or Councillors has been received from an external party, the request must be considered by the Mayor for their consent. Should consent not be granted, the priority speaking order will apply.

Where the requested Councillor or Councillors are not available to speak, or decline the opportunity, then priority passes to the next available Councillor or Councillors according to priority speaking order.

3.4. Speaking Engagement Management

Where possible, speaking roles and order should be confirmed in advance with event organisers by the Office of Mayor and Councillors. In cases where speaking roles are requested or offered externally, Councillors must notify the Office of Mayor and Councillors and ensure consistency with this policy.

3.5. Appointment

If a Councillor other than the Mayor serves as the Chairperson of a Council Committee, they may be given speaking priority at the discretion of the Mayor immediately following the Mayor or Deputy Mayor at events specifically designated for that Committee. Standard protocol will apply in all other respects.

3.6. Suspension of Priority Speaking Order

Should Councillors invited to, or present at, any function choose to suspend this protocol and amicably negotiate speaking positions, they may do so only if all present Councillors agree. If there is not full agreement between all Councillors present at the function, the priority speaking order remains operative.

3.7. Circumstances not Provided For

Should any circumstance arise for which this protocol does not provide, the Mayor may exercise discretion as to how the circumstances will be resolved.

4. Definitions

Term	Definition
Priority speaking order	The sequence in which speaking opportunities are allocated.

5. Related Documents

Name	Location
Model Councillor Code of Conduct	Council's Website: https://www.melton.vic.gov.au/Council/About-Council/Councillors
Melton City Council Governance Rules	Council's Website: https://www.melton.vic.gov.au/files/assets/public/v/5/council/about-council/council-meetingsminutes/governance-rules.pdf

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

7. GENERAL BUSINESS

Nil.

8. NEXT MEETING

The next meeting of the Policy Review Panel is scheduled for Thursday 5 June 2025 at 9.30am.

9. CLOSE OF BUSINESS

The meeting closed at 11.31am.

Confirmed
Dated this

.....CHAIRPERSON

13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS

Reports on external Committees and external Representative Bodies for which Councillors have been appointed by Council.

Address from Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees, advocacy on behalf of constituents and other topics of significance.

14. NOTICES OF MOTION

14.1 NOTICE OF MOTION 972 (CR VERDON) - EXPANSION OF ADVOCACY PRIORITIES

Councillor: John Verdon

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 May 2025.

MOTION:

That Council request officers prepare a report to Council to inform expanding its advocacy priorities to include the Vineyard Road/Plumpton Road corridor as soon as practical, with the report including:

1. The consideration of the TAC data and rate of development and the different types of development along this corridor.
2. The provision of safe access for residents to travel to rate payer funded assets and services throughout the City of Melton, including the upcoming Plumpton Aquatic and Leisure Centre, flagship libraries and sporting precincts.
3. The consideration of Council's "Council and Wellbeing Plan", particularly theme 1 and theme 3 and the strategies contained within.

COUNCILLOR'S PREAMBLE:

That Council uses data informed decision making for the whole of Melton when considering its advocacy priorities.

OFFICER'S COMMENTS:

Council's advocacy priorities are set and ultimately endorsed by Council, aligned to the Council and Wellbeing Plan and supported by an evidence base. Advocacy priorities are reviewed annually following State and Federal budget cycles and following State and Federal elections. Council's advocacy priorities will be reviewed for Council consideration following the 2025 Federal election and 2025/26 State Budget and will be informed by the new Council and Wellbeing Plan currently being developed through deliberative engagement.

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.2 NOTICE OF MOTION 973 (CR VERDON) - INDOOR SPORTING FACILITY DIGGERS REST

Councillor: John Verdon

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 May 2025.

MOTION:

That Council requests officers to provide a briefing to Councillors to inform discussions on whether to proceed with a formal feasibility study and business case as part of the budget process, with the briefing to include:

1. The process, estimated costs, and key considerations required to conduct a feasibility study and community engagement on the potential need for an indoor sporting facility in Diggers Rest.
2. Any relevant strategic planning, demographic data, or sporting infrastructure assessments that may inform this process.
3. Potential funding sources or grant opportunities that could support a future business case.
4. An indicative timeline for conducting the feasibility study, should Council choose to proceed.

COUNCILLOR'S PREAMBLE:

The Sunbury Basketball association, Diggers Rest Primary School and Diggers Rest Junior Football and Netball Club have all noted an increase in demand and lack of supply for Basketball and Netball facilities locally. It is understood that the Primary school has made enquiries into collaborative efforts to deliver additional indoor courts to be shared with the community via other state funding allocations. Having a considered feasibility study will seek to provide the required considerations for such investment from all tiers of government.

OFFICER'S COMMENTS:

Officers are already committed to brief Council in response to Notice of Motion 964 – Indoor Sporting Facility in Mount Atkinson. This initial briefing is planned for July 2025. As previously advised an update to the City of Melton Indoor Sports Strategy has commenced. This updated Strategy will provide a guide on the purpose and type of courts / facilities to be provided at each venue / location across the City (considering all current and future Precinct Structure Plan commitments) and inform Council's future capital works pipeline. It should be noted in the last three years Officers in partnership with Basketball and Netball Victoria, Council has supported the transition to consolidating multiple pre-existing associations and supported them to build capacity to provide municipal wide associations. This is progressing well.

14.3 NOTICE OF MOTION 975 (CR TURNER) - WASTE VOUCHER INCREASE

Councillor: Bob Turner

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 May 2025.

MOTION:

That Council requests officers to provide a briefing to Councillors on the feasibility of increasing the number of yearly waste vouchers from two to four per household.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.4 NOTICE OF MOTION 976 (CR TURNER) - ADVERTISING STRATEGY FOR MELTON WASTE RECYCLING FACILITY

Councillor: Bob Turner

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 May 2025.

MOTION:

That Council requests officers to provide a briefing to Councillors on developing an advertising strategy for ratepayers, advising them of the services available to them at the Melton Recycling Facility.

OFFICER'S COMMENTS:

Promotion of the Melton Recycling Facility is a key component of the illegal dumping campaign which launched on 19 May. The facility will be promoted via social media, Council's website and through targeted engagement with community-based groups.

Council also has a new residents information pack which is in the process of being updated to include information about the services available to them at the Melton Recycling Facility.

15. URGENT BUSINESS

16. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

16.1 Audit and Risk Committee Independent Member Remuneration Review
(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

16.2 Land Acquisition - Harkness
(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

16.3 Contract No. 22-031 - Provision of Landfill Services (Alternate Disposal Options) Update
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.4 Contract No. 25-062 - Provision of Heating Ventilation Air Conditioning and Refrigeration (HVAC-R) Maintenance
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.5 Contract No. 25-096 - Hannah Watts Park Pedestrian Bridge Project
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.6 Contract No. 25-113 - Civil Construction Panel (Minor Works)
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.7 Contract No. 25-132 - Waterplay Park Maintenance
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

17. CLOSE OF BUSINESS